



<https://jobfever.govhelp.in/job/flipkart-careers-2023-jobs-for-freshers-office-staff-job/>

## Flipkart Careers 2023 – Jobs For Freshers – Office Staff Job

**Hiring organization**  
Flipkart

### Job Location

India  
Remote work from: IND

**Date posted**  
August 14, 2023

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**Valid through**  
31.12.2023

### Base Salary

USD 12,000 - USD 18,000

APPLY NOW

### Qualifications

12th Pass / Graduate

### Employment Type

Full-time

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### Description

#### Flipkart Recruitment 2023

We are looking for an Office Staff to join our team and provide support to our office operations. The ideal candidate will be a highly motivated and organized individual with excellent communication and interpersonal skills.

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#### Flipkart Jobs Near Me

#### Responsibilities:

- Answer phones and greet visitors
- Prepare and distribute mail and packages
- Order and maintain office supplies
- Manage the filing system
- Coordinate travel arrangements for employees
- Other administrative tasks as assigned

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#### Flipkart Careers

#### Requirements:

- Excellent communication and interpersonal skills
- Proficient in Microsoft Office Suite

- Ability to work independently and as part of a team
- Attention to detail

Important Links

Find the Link in [Apply Now](#) Button

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