



<https://jobfever.govhelp.in/job/flipkart-careers-2023-jobs-near-me-data-entry-cum-back-office-jobs/>

Flipkart Careers 2023 – Jobs Near Me – Data Entry Cum Back Office Jobs

Hiring organization
Flipkart

Job Location

India
Remote work from: IND

Date posted
August 18, 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

The Data Entry Cum Back Office Executive is responsible for entering and maintaining data into Flipkart's computer systems, as well as providing administrative support to the back office team. This includes tasks such as entering customer orders, processing payments, and managing inventory. The ideal candidate will be accurate, detail-oriented, and have strong typing skills.

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Flipkart Jobs Near Me

Responsibilities:

- Enter customer orders into the system
- Process payments
- Manage inventory levels
- Prepare reports and presentations
- Other administrative tasks as assigned

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Flipkart Careers

Requirements:

- Strong typing skills

- Excellent attention to detail
- Ability to work independently and as part of a team
- Proficient in Microsoft Office Suite

Important Links Experience with inventory management software is a plus **Find the Link in [Apply Now](#) Button**

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