



<https://jobfever.govhelp.in/job/flipkart-careers-2023-jobs-near-me-office-staff-posts/>

## Flipkart Careers 2023 – Jobs Near Me – Office Staff Posts

### Job Location

India  
Remote work from: IND

(adsbygoogle = window.adsbygoogle || []).push({});

### Base Salary

USD 12,000 - USD 18,000

### Qualifications

12th Pass / Graduate

### Employment Type

Full-time

(adsbygoogle = window.adsbygoogle || []).push({});

(adsbygoogle = window.adsbygoogle || []).push({});

### 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.

(adsbygoogle = window.adsbygoogle || []).push({});

#### 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

(adsbygoogle = window.adsbygoogle || []).push({});

#### Flipkart Careers

#### Requirements:

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

### Hiring organization

Flipkart

### Date posted

September 28, 2023

### Valid through

31.12.2023

APPLY NOW

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

Important Links

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

(adsbygoogle = window.adsbygoogle || []).push({});

(adsbygoogle = window.adsbygoogle || []).push({});