



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

## Flipkart Jobs 2023 – Jobs Near Me – Office Staff Job

### Job Location

India  
Remote work from: IND

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### Base Salary

USD 12,000 - USD 18,000

### 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

### Hiring organization

Flipkart

### Date posted

September 27, 2023

### Valid through

31.12.2023

APPLY NOW

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

Important Links **Problem-solving skills**

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

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