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Flipkart Jobs Part Time/ Data Entry Cum Back Office – Flipkart Job Search

Hiring organization
Flipkart

Job Location

India
Remote work from: IND

Date posted
March 2, 2024

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Valid through
31.08.2024

Base Salary

USD 13 - USD 21

APPLY NOW

Qualifications

12th Pass / Graduate

Employment Type

Full-time, Part-time

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Description

Flipkart Jobs Part Time

We are looking for a highly organized and detail-oriented individual to join our dynamic team as a Data Entry & Back Office Associate. In this role, you will play a crucial role in ensuring the smooth functioning of our back office operations by handling data entry tasks and providing administrative support.

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Responsibilities:

- **Data Entry:**
 - Accurately enter and update data into various systems, ensuring data integrity and consistency.
 - Process and categorize incoming information, adhering to established guidelines.
 - Maintain detailed records and reports for smooth operation flow.
- **Back Office Support:**
 - Provide administrative assistance to various departments, including filing, scheduling, and document management.
 - Answer phone calls and emails professionally, addressing customer inquiries and directing them to the appropriate team.
 - Assist with other administrative tasks as assigned.

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Flipkart Careers

Skills:

- Excellent typing skills and data entry accuracy.
- Strong attention to detail and ability to work independently with minimal supervision.
- Excellent communication and interpersonal skills.
- Proficient in using computer applications like MS Office Suite (Word, Excel, PowerPoint).
- Ability to prioritize tasks, manage time effectively, and meet deadlines.

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