



<https://jobfever.govhelp.in/job/flipkart-jobs-part-time-data-entry-cum-back-office-flipkart-latest-opportunity/>

## Flipkart Jobs Part Time/ Data Entry Cum Back Office – Flipkart Latest Opportunity

**Hiring organization**  
Flipkart

### Job Location

India  
Remote work from: IND

**Date posted**  
March 7, 2024

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

**Valid through**  
31.08.2024

### Base Salary

USD 13 - USD 21

APPLY NOW

### Qualifications

12th Pass / Graduate

### Employment Type

Full-time, Part-time

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

### 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.

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

#### Flipkart Jobs Near Me

#### 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.

**If You Want to Get Notifications about Various Jobs, Join our Telegram Channel Now and Get notified Daily about the Latest Jobs**



**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.

**Tags:** flipkart recruitment 2024,flipkart job vacancy 2024,flipkart packing job 2024,flipkart jobs 2024,flipkart company job vacancy 2024,flipkart hiring 2024,flipkart new vacancy 2024,flipkart company job 2024,flipkart new job vacancy 2024,flipkart recruitment 2024,flipkart vacancy 2024,flipkart jobs,flipkart recruitment 2024,flipkart,flipkart job vacancy,flipkart new vacancy,flipkart recruitment,flipkart jobs 2024,flipkart vacancy 2024,job vacancy 2024

**If You Want to Get Notification about Various Jobs, Join our WhatsApp Channel Now and Get notified Daily about Latest Jobs**



**Important Links**

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

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

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