



<https://jobfever.govhelp.in/job/flipkart-recruitment-2023-2-years-exp-jobs-for-freshers-office-staff-job/>

Flipkart Recruitment 2023 – 2+ Years Exp – Jobs For Freshers – Office Staff Job

Hiring organization
Flipkart

Job Location

India
Remote work from: India

Date posted
May 15, 2023

Valid through
31.12.2023

Base Salary

USD 12,000 - USD 18,000

APPLY NOW

Qualifications

12th Pass / Graduate

Employment Type

Full-time

Experience

2+ Years Experience Required

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Description

Flipkart Recruitment 2023

Flipkart, India's leading e-commerce marketplace, is seeking dedicated and enthusiastic individuals to join our team as Office Staff. As an Office Staff member, you will play a vital role in supporting various administrative functions and ensuring smooth operations within our office. This position offers a great opportunity for freshers to kick-start their career in a dynamic and fast-paced environment.

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Flipkart Jobs Near Me

Responsibilities:

1. Administrative Support: Provide comprehensive administrative support to the office team, including managing correspondence, scheduling meetings, maintaining records, and handling office supplies. Assist in coordinating and organizing office events, conferences, and workshops.
2. Communication and Coordination: Facilitate effective communication within the office by managing phone calls, emails, and other forms of correspondence. Coordinate with internal teams and external stakeholders to ensure seamless flow of information and timely resolution of queries or issues.

3. Documentation and Data Management: Maintain accurate records and documentation, both physical and electronic. Assist in organizing and managing office files, databases, and reports. Handle data entry tasks and generate regular reports as required.

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Flipkart Careers

Requirements:

1. Communication Skills: Possess excellent verbal and written communication skills to interact with colleagues, clients, and external parties effectively. Good listening skills and the ability to convey information clearly are essential.
2. Organizational Skills: Demonstrate strong organizational and time management skills to handle multiple tasks and prioritize work effectively. Attention to detail and the ability to maintain accurate records are crucial.
3. Computer Proficiency: Have a basic understanding of computer applications, including MS Office Suite (Word, Excel, PowerPoint). Familiarity with office equipment, such as printers, scanners, and copiers, is

Important Links

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

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