



<https://jobfever.govhelp.in/job/flipkart-recruitment-2023-2-years-exp-jobs-near-me-back-office-assistant-post/>

Flipkart Careers 2023 – 2+ Years Exp – Jobs Near Me – Back Office Assistant Post

Hiring organization
Flipkart

Job Location

India
Remote work from: India

Date posted
May 11, 2023

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

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

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

Description

Flipkart Recruitment 2023

The primary role of the Back Office Assistant is to provide support to the recruitment team.

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

Flipkart Jobs Near Me

Responsibilities:

- Assist with the recruitment process, including screening resumes, conducting interviews, and preparing offer letters.
- Assist with the maintenance and organization of personnel files.
- Assist with onboarding new employees.
- Generate reports on employee data.

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

Flipkart Careers

Requirements:

- A minimum of 2 years experience in a administrative or support role.
- Strong organizational skills and attention to detail.
- Excellent communication skills, both oral and written.

Proficient in Microsoft Excel and Word

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

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

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