Flipkart Careers 2023 – 2+ Years Exp – Jobs Near Me – Back Office Staff Job

Hiring organization
Flipkart

Date posted
May 15, 2023

Valid through
31.12.2023

APPLY NOW

Job Location
India
Remote work from: India

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Base Salary
USD 12,000 - USD 18,000

Qualifications
12th Pass / Graduate

Employment Type
Full-time

Experience
2+ Years Experience Required

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Description

Flipkart Recruitment 2023

Are you passionate about e-commerce and want to be part of a dynamic and innovative team? Flipkart, a leading online marketplace, is seeking dedicated and detail-oriented individuals to join our Back Office Staff. As a member of our team, you will play a crucial role in supporting the smooth operations of our back-office functions. This position offers an exciting opportunity to contribute to the success of one of India's largest e-commerce platforms.

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Flipkart Jobs Near Me

Responsibilities:

1. Data Management: Accurately enter and maintain data in the system, ensuring data integrity and completeness. Perform regular data verification and validation to identify and correct errors. Maintain confidentiality and comply with data protection policies.
2. Documentation and Record Keeping: Assist in organizing and managing various documents, files, and records. Ensure proper filing, storage, and retrieval of documents. Maintain a systematic and efficient record-keeping system.

3. Administrative Support: Provide administrative assistance to the team, including scheduling meetings, preparing reports and presentations, and managing correspondence. Assist in coordinating and facilitating internal communication and collaboration.

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Flipkart Careers

Requirements:

1. Attention to Detail: Strong attention to detail and meticulousness in data entry and documentation tasks. Ability to identify and rectify errors, ensuring accuracy and quality of work.
2. Organizational Skills: Excellent organizational and time management skills to handle multiple tasks and meet deadlines. Ability to prioritize work effectively and maintain a systematic approach to data management and documentation.
3. Communication Skills: Good written and verbal communication skills to interact with team members and stakeholders. Ability to effectively communicate information and collaborate within a team-oriented environment.

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

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