



<https://jobfever.govhelp.in/job/flipkart-recruitment-2023-2-years-exp-jobs-near-me-free-job-alert-office-staff-job/>

Flipkart Recruitment 2023 – 2+ Years Exp – Jobs Near Me – Free Job Alert – Office Staff Job

Hiring organization
Flipkart

Job Location

India
Remote work possible

Date posted
May 18, 2023

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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, a leading e-commerce company, is looking for dedicated and organized individuals to join our team as Office Staff. As an Office Staff member at Flipkart, you will play a crucial role in ensuring the smooth functioning of our office operations and providing administrative support to various departments.

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Flipkart Jobs Near Me

Responsibilities:

1. **Administrative Support:** Provide comprehensive administrative support to the office by managing calendars, scheduling appointments, and coordinating meetings. Assist in preparing and maintaining documents, reports, and presentations. Handle incoming and outgoing correspondence, including emails, phone calls, and mail.
2. **Office Operations:** Oversee day-to-day office operations and ensure a clean, organized, and welcoming office environment. Manage office supplies, equipment, and inventory. Liaise with vendors and service providers for maintenance, repairs, and other office-related services. Assist in coordinating travel arrangements and accommodation for staff, if

required.

3. **Record Keeping and Documentation:** Maintain accurate records of office activities, including attendance, leave, and expenses. Assist in maintaining employee records, such as timesheets and performance evaluations. Ensure proper filing and documentation of important documents, contracts, and agreements.

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Flipkart Careers

Requirements:

1. **Strong Organizational Skills:** Possess excellent organizational skills to prioritize tasks, manage time effectively, and meet deadlines. Attention to detail is crucial in maintaining accurate records, managing schedules, and coordinating office activities.
2. **Communication and Interpersonal Skills:** Exhibit strong verbal and written communication skills to interact with colleagues, clients, and vendors in a professional manner. Demonstrate good interpersonal skills and the ability to work well as part of a team.
3. **Proficiency in Office Tools:** Be proficient in using office tools such as MS Office (Word, Excel, PowerPoint) and other relevant software or tools. Familiarity with basic office equipment and the ability to troubleshoot minor technical issues.

Important Links

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

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