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

Hiring organization
Flipkart

Job Location

India
Remote work from: India

Date posted
May 10, 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, India's leading e-commerce company, is looking for Office Staff to join our team and support the daily operations of our office. The Office Staff will be responsible for providing administrative support, managing office supplies, coordinating meetings and events, and ensuring the smooth functioning of the office.

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Flipkart Jobs Near Me

Responsibilities:

1. Provide administrative support such as answering phones, filing, and data entry.
2. Manage office supplies and inventory, including ordering and restocking as needed.
3. Coordinate meetings and events, including scheduling, preparing materials, and organizing logistics.
4. Maintain office cleanliness and organization, including overseeing the cleaning staff and ensuring that all equipment and supplies are in working order.

5. Assist with other duties as assigned by management.

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Flipkart Careers

Requirements:

1. Strong written and verbal communication skills.
2. Excellent organizational and time management skills.
3. Attention to detail and accuracy.
4. Proficiency in Microsoft Office (Word, Excel, PowerPoint) and other office

Important Links

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

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