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Flipkart Recruitment 2023 – 2+ Years Experience Required – Back Office Assistant Post

Hiring organization
Flipkart

Job Location

India
Remote work from: India

Date posted
May 3, 2023

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Valid through
31.12.2025

Base Salary

USD 12,000 - USD 18,000

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Qualifications

12th Pass / Graduate

Employment Type

Full-time

Experience

2+ Years Experience Required

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Description

Flipkart Recruitment 2023

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

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.

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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

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