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Flipkart Recruitment 2023 – 2+ Years Experience Required – Office Executive Job

Hiring organization
Flipkart

Job Location

India
Remote work from: India

Date posted
May 4, 2023

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Valid through
31.12.2025

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

The Recruitment Office Executive will be responsible for providing administrative support to the recruitment team. This will include managing schedules, organizing interviews and preparing interview materials, and tracking the progress of the recruitment process.

Flipkart Jobs Near Me

Responsibilities:

- Manage schedules for the recruitment team
- Organize interviews and prepare interview materials
- Track the progress of the recruitment process
- Support the recruitment team with other tasks as needed

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Flipkart Careers

Requirements:

- 2+ years of experience in an administrative role
- Strong organizational skills
- Excellent attention to detail

Strong communication skills

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