



<https://jobfever.govhelp.in/job/flipkart-recruitment-2023-flipkart-careers-back-office-coordinator-post/>

## Flipkart Recruitment 2023 – Flipkart Careers – Back Office Coordinator Post

### Hiring organization

Flipkart

### Job Location

India

Remote work from: IND

### Date posted

July 26, 2023

### Valid through

31.12.2023

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### Base Salary

USD 15,000 - USD 18,000

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### Qualifications

12th Pass / Graduate

### Employment Type

Full-time

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### Description

#### Flipkart Recruitment 2023

The Back Office Coordinator is responsible for providing administrative support to Flipkart's operations team. This includes tasks such as processing paperwork, managing databases, and providing customer service. The Back Office Coordinator must be able to work independently and as part of a team, and have excellent attention to detail.

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#### Flipkart Jobs Near Me

#### Responsibilities:

- Process paperwork, such as customer orders and returns
- Manage databases, such as customer records and inventory levels
- Provide customer service, such as answering questions and resolving issues
- Other administrative tasks as assigned

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#### Flipkart Careers

#### Requirements:

- Excellent attention to detail

- Ability to work independently and as part of a team
- Proficient in Microsoft Office Suite

Customer service skills

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