



<https://jobfever.govhelp.in/job/flipkart-recruitment-2023-free-job-alert-back-office-assistant-job/>

Flipkart Recruitment 2023 – Free Job Alert – Back Office Assistant Job

Hiring organization
Flipkart

Job Location

India
Remote work from: Brazil

Date posted
June 5, 2023

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Valid through
31.12.2023

Base Salary

USD 15,000 - USD 18,000

APPLY NOW

Qualifications

12th Pass / Graduate

Employment Type

Full-time

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Description

Flipkart Recruitment 2023

We are looking for a dedicated and detail-oriented Back Office Assistant to join our team at Flipkart. As a Back Office Assistant, you will be responsible for supporting the smooth functioning of our operations by performing various administrative tasks and ensuring efficient back-office processes. This is an excellent opportunity for individuals who possess strong organizational skills, attention to detail, and the ability to multitask in a fast-paced environment.

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Flipkart Jobs Near Me

Responsibilities:

- Perform general clerical duties, including data entry, photocopying, scanning, and filing documents.
- Manage and organize physical and electronic files, ensuring proper documentation and record keeping.
- Prepare and maintain reports, spreadsheets, and other documents as required.
- Schedule and coordinate meetings, appointments, and travel arrangements for team members.
- Input and update data in databases and systems accurately and efficiently.
- Verify and validate data for accuracy, completeness, and consistency.
- Perform data analysis and generate reports or summaries based on

predefined requirements.

- Identify data discrepancies or errors and collaborate with relevant teams to resolve them.
- Maintain data integrity by following data entry and quality control procedures.
- Identify areas for process improvement and suggest innovative solutions to enhance back-office efficiency.
- Collaborate with cross-functional teams to streamline processes and eliminate bottlenecks.
- Ensure smooth coordination and communication between different departments or teams.
- Assist in the implementation of new procedures and systems to optimize back-office operations.

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Flipkart Careers

Requirements:

- Strong organizational and time management skills.
- Attention to detail and accuracy in performing administrative tasks.
- Proficiency in using office productivity software (e.g., Microsoft Office, Google Suite).
- Excellent written and verbal communication skills.
- Ability to multitask and prioritize workload effectively.
- Basic analytical and problem-solving abilities.
- Knowledge of data entry and database management principles.
- Ability to work independently with minimal supervision.

Proactive and self-motivated attitude.

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

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