



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

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

Hiring organization
Flipkart

Job Location

India
Remote work from: Brazil

Date posted
June 19, 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

As a Back Office Assistant at Flipkart, you will be responsible for providing administrative support to the company's operations. This includes tasks such as data entry, customer service, and order processing. You will also be responsible for maintaining records and files, and providing support to other departments as needed.

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Flipkart Jobs Near Me

Responsibilities:

- Provide administrative support to the company's operations
- Enter data into the company's systems
- Provide customer service to customers and partners
- Process orders
- Maintain records and files
- Provide support to other departments as needed

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Flipkart Careers

Requirements:

- Strong organizational skills
- Excellent communication skills
- Ability to work independently and as part of a team
- Ability to meet deadlines under pressure

Important Links Proficiency in Microsoft Office Suite

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

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