



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

## Flipkart Recruitment 2023 – Free Job Alert – Back Office Executive Job

**Hiring organization**  
Flipkart

### Job Location

India  
Remote work from: Brazil

**Date posted**  
May 26, 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 Executive at Flipkart, you will play a crucial role in ensuring the smooth functioning of various administrative and operational tasks within the organization. You will be responsible for maintaining accurate records, handling data entry, coordinating with different departments, and supporting the overall back-office operations.

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#### Flipkart Jobs Near Me

#### Responsibilities:

1. Data Entry and Documentation: Accurately enter and maintain data related to various business processes, including order processing, inventory management, customer information, and financial transactions. Ensure data integrity and confidentiality. Prepare and maintain necessary documentation and reports.
2. Coordination and Communication: Collaborate with different departments, such as customer support, logistics, and finance, to facilitate smooth operations. Communicate and coordinate effectively with internal teams and external stakeholders to ensure timely resolution of issues and efficient workflow.
3. Administrative Support: Provide general administrative support, including managing emails, maintaining files, scheduling appointments, and

coordinating meetings. Assist in the procurement of office supplies, equipment, and other resources. Handle any other tasks assigned by the supervisor to support the overall functioning of the organization.

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#### **Flipkart Careers**

#### **Requirements:**

1. Attention to Detail: Strong attention to detail and accuracy in data entry and documentation. Ability to spot errors and inconsistencies and rectify them promptly. Excellent organizational and multitasking skills to manage multiple tasks efficiently.
2. Communication Skills: Good written and verbal communication skills to effectively communicate with team members and stakeholders. Ability to convey information clearly and professionally.
3. Computer Proficiency: Proficiency in using computer applications and tools, including Microsoft Office (Word, Excel, Outlook). Familiarity with data entry software and basic knowledge of operating systems and office equipment.

#### **Important Links**

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

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