



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

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

**Hiring organization**  
Flipkart

### Job Location

India  
Remote work from: Brazil

**Date posted**  
June 7, 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

Flipkart is seeking dedicated and detail-oriented individuals to join our team as Back Office Executives. As a Back Office Executive, you will play a crucial role in supporting the overall operations of our organization. This position requires strong organizational skills, attention to detail, and the ability to work efficiently with data and documents.

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#### Flipkart Jobs Near Me

#### Responsibilities:

1. **Data Management:** Accurately enter, update, and maintain data in various systems and databases. Perform regular data quality checks to ensure accuracy and completeness. Collaborate with cross-functional teams to resolve data discrepancies and ensure data integrity.
2. **Documentation and Record-Keeping:** Manage and maintain physical and electronic records and documents. Ensure proper filing, organizing, and indexing of documents for easy retrieval. Assist in generating reports, preparing presentations, and compiling data as required.
3. **Administrative Support:** Provide administrative support to the team, including scheduling meetings, coordinating travel arrangements, managing calendars, and handling correspondence. Assist in organizing and facilitating team events, workshops, and training sessions.

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#### Flipkart Careers

#### Requirements:

1. Strong Organizational Skills: Excellent organizational skills and the ability to manage multiple tasks and priorities are essential for success in this role. Attention to detail and the ability to work accurately with data and documents are crucial.
2. Proficiency in MS Office: Demonstrated proficiency in MS Word, Excel, and PowerPoint is necessary. Familiarity with data entry techniques, spreadsheets, and document management systems is advantageous.
3. Effective Communication: Good written and verbal communication skills are required to interact with team members and stakeholders. The ability to maintain confidentiality, professionalism, and discretion in handling sensitive information is valued.

#### Important Links

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

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