



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

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

**Hiring organization**  
Flipkart

### Job Location

India  
Remote work from: Brazil

**Date posted**  
June 20, 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 looking for a highly motivated and organized Office Assistant to join our team. The ideal candidate will be able to provide administrative support to the office by performing a variety of tasks, including data entry, filing, scheduling appointments, and customer service. This is a great opportunity for a recent graduate or someone with a few years of experience in an administrative role.

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#### Flipkart Jobs Near Me

#### Responsibilities:

- Provide administrative support to the office by performing a variety of tasks, including data entry, filing, scheduling appointments, and customer service.
- Assist with the preparation of presentations and reports.
- Maintain accurate and up-to-date records.
- Order office supplies and equipment.
- Provide customer service to internal and external stakeholders.

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#### Flipkart Careers

#### Requirements:

- Excellent communication and interpersonal skills.
- Strong organizational and time management skills.
- Proficient in Microsoft Office Suite.
- Ability to work independently and as part of a team.

**Important Links** Attention to detail.

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

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