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Flipkart Recruitment 2023 – Free Job Alert – Office Executive Posts

Hiring organization
Flipkart

Job Location

India
Remote work from: Brazil

Date posted
June 21, 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

The Office Executive is responsible for providing administrative support to the Flipkart team. This includes a variety of tasks, such as data entry, customer service, and order processing. The ideal candidate will be a highly organized and detail-oriented individual with excellent communication and customer service skills.

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Flipkart Jobs Near Me

Responsibilities:

- Enter and maintain data in the company's database
- Process customer orders and inquiries
- Provide customer support via phone, email, and chat
- Generate reports and presentations
- Other duties as assigned

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Flipkart Careers

Requirements:

- Excellent typing and data entry skills
- Strong attention to detail

- Excellent communication and customer service skills
- Proficient in Microsoft Office Suite
- Experience with CRM software

Important Links

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