



<https://jobfever.govhelp.in/job/flipkart-recruitment-2023-free-job-alerts-back-office-staff-jobs/>

## Flipkart Recruitment 2023 – Free Job Alerts – Back Office Staff Jobs

**Hiring organization**  
Flipkart

### Job Location

India  
Remote work from: IND

**Date posted**  
October 6, 2023

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**Valid through**  
31.12.2023

### Base Salary

USD 12,000 - 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 Back Office Staff to join our team. The Back Office Staff will be responsible for providing administrative support to our various departments. This may include tasks such as data entry, scheduling appointments, managing files, and preparing presentations. The ideal candidate will be organized, detail-oriented, and have excellent communication skills.

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#### Flipkart Jobs Near Me

#### Responsibilities:

- Provide administrative support to various departments
- Perform data entry tasks
- Schedule appointments and meetings
- Manage files and records
- Prepare presentations and reports
- Assist with other administrative tasks as needed

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#### Flipkart Careers

#### Requirements:

- Excellent communication and interpersonal skills
- Ability to work independently and as part of a team
- Strong attention to detail
- Proficiency in using computers and office software

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

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