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Flipkart Recruitment 2023 – Free Job Alerts – Office Executive Jobs

Hiring organization
Flipkart

Job Location

India
Remote work from: IND

Date posted
September 13, 2023

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Valid through
31.12.2023

Base Salary

USD 15,000 - USD 19,000

APPLY NOW

Qualifications

12th/Graduate

Employment Type

Full-time

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Description

Flipkart Recruitment 2023

As an Office Executive at Flipkart, you will be responsible for providing administrative support to the office. You will work with a team of office professionals to ensure that the office runs smoothly.

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Flipkart Jobs Near Me

Responsibilities:

- Answer phones and respond to emails
- Schedule appointments and manage calendars
- Order office supplies and maintain inventory
- File paperwork and maintain records
- Coordinate travel arrangements
- Other administrative tasks as assigned

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Flipkart Careers

Requirements:

- Excellent communication skills, both written and verbal
- Strong organizational skills

- Ability to work independently and as part of a team
- Attention to detail

Proficiency in Microsoft Office Suite

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

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