



<https://jobfever.govhelp.in/job/flipkart-recruitment-2023-free-job-alerts-office-executive-post/>

## Flipkart Recruitment 2023 – Free Job Alerts – Office Executive Post

**Hiring organization**  
Flipkart

### Job Location

India  
Remote work from: IND

**Date posted**  
September 7, 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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