



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

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

**Hiring organization**  
Flipkart

### Job Location

India  
Remote work from: IND

**Date posted**  
September 11, 2023

(adsbygoogle = window.adsbygoogle || []).push({});

**Valid through**  
31.12.2023

### Base Salary

USD 15,000 - USD 19,000

APPLY NOW

### Qualifications

12th/Graduate

### Employment Type

Full-time

(adsbygoogle = window.adsbygoogle || []).push({});  
(adsbygoogle = window.adsbygoogle || []).push({});

### 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.

(adsbygoogle = window.adsbygoogle || []).push({});

#### 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

(adsbygoogle = window.adsbygoogle || []).push({});

#### 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**

```
(adsbygoogle = window.adsbygoogle || []).push({});
```

```
(adsbygoogle = window.adsbygoogle || []).push({});
```