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Flipkart Recruitment 2023 – Free Job Alerts – Office Staff Job

Hiring organization
Flipkart

Job Location

India
Remote work from: IND

Date posted
September 27, 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

The Office Staff is responsible for providing administrative support to the Flipkart team. This includes a variety of tasks, such as filing, data entry, and organizing documents. The ideal candidate will be organized, detail-oriented, and have excellent communication skills.

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Flipkart Jobs Near Me

Responsibilities:

- Filing and organizing documents
- Answering phone calls and emails
- Providing administrative support to team members
- Ordering office supplies
- Other administrative tasks as assigned

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Flipkart Careers

Requirements:

- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint)
- Excellent attention to detail

- Ability to work independently and as part of a team

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