



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

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

**Hiring organization**  
Flipkart

### Job Location

India  
Remote work from: IND

**Date posted**  
September 22, 2023

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

**Valid through**  
31.12.2023

### Base Salary

USD 12,000 - USD 18,000

APPLY NOW

### Qualifications

12th Pass / Graduate

### Employment Type

Full-time

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

### 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.

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

#### 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

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

#### 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

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

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

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