



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

Flipkart Recruitment 2023 – Job Alerts – Office Staff Jobs

Job Location

India
Remote work from: IND

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Base Salary

USD 12,000 - USD 18,000

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

Hiring organization

Flipkart

Date posted

September 12, 2023

Valid through

31.12.2023

APPLY NOW

- Ability to work independently and as part of a team

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