



<https://jobfever.govhelp.in/job/flipkart-recruitment-2023-job-vacancy-office-assistant-post/>

## Flipkart Recruitment 2023 – Job Vacancy – Office Assistant Post

**Hiring organization**  
Flipkart

### Job Location

India  
Remote work from: IND

**Date posted**  
August 2, 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 Assistant is responsible for providing administrative support to the Flipkart team. This includes tasks such as answering phones, filing paperwork, and preparing reports. The Office Assistant must be able to work independently and as part of a team, and have excellent customer service skills.

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#### Flipkart Jobs Near Me

#### Responsibilities:

- Answer phones and direct calls
- Greet visitors and provide them with information
- File paperwork and maintain filing systems
- Prepare reports and presentations
- Order supplies and maintain inventory
- Other administrative tasks as assigned

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#### Flipkart Careers

#### Requirements:

- Excellent customer service skills

- Proficient in Microsoft Office Suite
- Ability to work independently and as part of a team

**Important Links** Attention to detail

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

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