



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

Flipkart Recruitment 2023 – Job Vacancy – Office Assistant Posts

Hiring organization
Flipkart

Job Location

India
Remote work from: IND

Date posted
July 26, 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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