



<https://jobfever.govhelp.in/job/flipkart-recruitment-2023-jobs-near-me-back-office-assistant-post/>

Flipkart Recruitment 2023 – Jobs Near Me – Back Office Assistant Post

Hiring organization
Flipkart

Job Location

India
Remote work from: IND

Date posted
June 24, 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

Flipkart is looking for a Back Office Assistant to join our team and help us with our administrative and customer support needs. In this role, you will be responsible for a variety of tasks

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Flipkart Jobs Near Me

Responsibilities:

- Process orders accurately and efficiently.
- Answer customer questions in a clear and concise manner.
- Maintain customer records accurately and up-to-date.
- Other administrative tasks as assigned by the Back Office Manager.

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Flipkart Careers

Requirements:

- Excellent communication skills, both written and verbal.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Ability to work independently and as part of a team.
- Attention to detail and accuracy.

Ability to meet deadlines. **Important Links** Find the Link in [Apply Now](#) Button

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