



<https://jobfever.govhelp.in/job/flipkart-recruitment-2023-jobs-near-me-front-office-coordinator-posts/>

Flipkart Recruitment 2023 – Jobs Near Me – Front Office Coordinator Posts

Hiring organization
Flipkart

Job Location

India
Remote work from: IND

Date posted
July 1, 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 Front Office Coordinator is responsible for providing administrative support to the front office team at Flipkart. This includes tasks such as managing the front office inbox, scheduling appointments, and preparing presentations. The ideal candidate will be a highly organized and detail-oriented individual with excellent customer service skills.

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Flipkart Jobs Near Me

Responsibilities:

- Manage the front office inbox
- Schedule appointments
- Prepare presentations
- Answer phone calls
- Greet visitors
- Maintain front office records
- Other administrative duties as assigned

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Flipkart Careers

Requirements:

- Excellent customer service skills
- Strong organizational and time management skills
- Proficient in Microsoft Office Suite

Important Links Experience with customer relationship management (CRM) software **Find the Link in [Apply Now](#) Button**

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