



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

Flipkart Recruitment 2023 – Jobs Near Me – Office Executive Job

Hiring organization
Flipkart

Job Location

India
Remote work from: IND

Date posted
September 25, 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

We are looking for an Office Executive to join our team and provide support to our office operations. The ideal candidate will be a highly motivated and organized individual with excellent communication and interpersonal skills.

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Flipkart Jobs Near Me

Responsibilities:

- Answer phones and greet visitors
- Prepare and distribute mail and packages
- Order and maintain office supplies
- Manage the filing system
- Coordinate travel arrangements for employees
- Other administrative tasks as assigned

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Flipkart Careers

Requirements:

- Excellent communication and interpersonal skills
- Proficient in Microsoft Office Suite

- Ability to work independently and as part of a team
- Attention to detail

Important Links

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

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