



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

Flipkart Recruitment 2023 – Jobs Near Me – Office Staff Post

Hiring organization
Flipkart

Job Location

India
Remote work from: Brazil

Date posted
June 21, 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

As an Office Staff member at Flipkart, you will play a crucial role in supporting the smooth operations of our office environment. You will be responsible for providing administrative assistance, coordinating office activities, and ensuring efficient day-to-day functioning. This position requires excellent organizational skills, attention to detail, and the ability to work in a fast-paced and dynamic environment.

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Flipkart Jobs Near Me

Responsibilities:

1. **Administrative Support:** Assist in various administrative tasks such as managing correspondence, organizing meetings, scheduling appointments, and maintaining office records. Handle incoming calls and emails, redirecting them to the appropriate person or department. Coordinate travel arrangements and accommodation for employees, as required.
2. **Office Coordination:** Maintain office supplies, equipment, and inventory levels. Coordinate with vendors and suppliers for procurement and maintenance activities. Ensure the cleanliness and tidiness of the office premises. Assist in coordinating office events, celebrations, and other related activities.
3. **Data Management:** Maintain and update databases, records, and files in a systematic manner. Perform data entry tasks with accuracy and attention to

detail. Generate reports, presentations, and other documents as requested.
Ensure data confidentiality and security in line with company policies.

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Flipkart Careers

Requirements:

1. **Organizational Skills:** Strong organizational and time management skills to handle multiple tasks and prioritize effectively. Ability to manage deadlines and work under pressure. Attention to detail to maintain accurate records and perform data entry tasks.
2. **Communication Skills:** Excellent verbal and written communication skills to interact with colleagues, visitors, and external stakeholders. Ability to convey information clearly and professionally. Proficiency in the English language (both spoken and written) is essential.
3. **Computer Proficiency:** Proficiency in MS Office Suite (Word, Excel, PowerPoint) and familiarity with other office productivity tools. Basic knowledge of email and internet usage. Willingness to learn and adapt to new software and tools used within the organization.

Important Links

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

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