



<https://targetjob.govhelp.in/job/back-office-coordinator-jobs-remote-jobs-urgent-hiring-in-flipkart/>

Back Office Coordinator Jobs – Remote Jobs – Urgent Hiring In Flipkart

Hiring organization
Flipkart

Job Location

India
Remote work from: IND

Date posted

February 23, 2024

(adsbygoogle = window.adsbygoogle || []).push({});

Valid through

31.08.2024

Base Salary

USD 15 - USD 21

APPLY NOW

Qualifications

12th/Graduate

Employment Type

Full-time

(adsbygoogle = window.adsbygoogle || []).push({});

(adsbygoogle = window.adsbygoogle || []).push({});

Description

Flipkart Recruitment

Are you organized, detail-oriented, and thrive in a fast-paced environment? Do you enjoy supporting diverse teams and ensuring smooth operations? If so, then joining Flipkart as a Back Office Coordinator could be your ideal career opportunity!

(adsbygoogle = window.adsbygoogle || []).push({});

Flipkart Jobs near me

Responsibilities:

- Maintain accurate and up-to-date records of customer information, transactions, and other relevant data using appropriate software and databases.
- Process invoices, orders, payments, and other documents in a timely and efficient manner.
- Schedule and coordinate meetings, appointments, and travel arrangements for your assigned team.
- Manage office supplies and inventory, ensuring smooth operations and timely replenishment.
- Provide administrative support to various departments, including HR, Finance, and Logistics.
- Respond to inquiries from colleagues and external stakeholders promptly and professionally.
- Assist with project management tasks, including data gathering, report

generation, and communication.

- Stay organized and manage multiple tasks simultaneously, meeting deadlines efficiently.
- Follow company policies and procedures, ensuring compliance and confidentiality.

```
(adsbygoogle = window.adsbygoogle || []).push({});
```

If You Want to Get Notifications about Various Jobs, Join our Telegram Channel Now and Get notified Daily about the Latest Jobs



Flipkart Careers

Skills:

- Strong analytical and problem-solving skills with an aptitude for numbers.
- Basic understanding of data analysis concepts and tools (Excel a plus).
- Excellent communication skills, both written and verbal.
- Ability to work independently and as part of a team in a fast-paced environment.
- Detail-oriented and organized with a keen eye for accuracy.
- Eager to learn and explore new technologies and methodologies.

Tags: Flipkart , recruitment, job opportunities, career, hiring, job search, job application, Flipkart careers, work at Flipkart , job openings, job vacancies, job opportunities at Flipkart , Flipkart jobs, Flipkart recruitment 2024, Flipkart hiring 2024

If You Want to Get Notification about Various Jobs, Join our WhatsApp Channel Now and Get notified Daily about Latest Jobs



Click to Join

Important Links

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

(adsbygoogle = window.adsbygoogle || []).push({});

(adsbygoogle = window.adsbygoogle || []).push({});