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

Hiring organization
Flipkart

Job Location

India
Remote work from: IND

Date posted
March 4, 2024

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Valid through
31.08.2024

Base Salary

USD 18 - USD 24

APPLY NOW

Qualifications

12th/Graduate

Employment Type

Full-time

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Description

Flipkart Recruitment

Do you have a keen eye for detail and a knack for organization? Are you passionate about ensuring smooth operations behind the scenes? If so, then a Back Office Executive role at Flipkart might be the perfect fit for you!

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Flipkart Jobs near me

Responsibilities:

- **Data Entry and Management:** You'll be entrusted with accurately entering and updating data into our databases, spreadsheets, and other software systems. Maintaining data integrity and ensuring information is organized for analysis and reporting will be key.
- **Administrative Support:** You'll provide valuable support to various departments across Flipkart. This may involve tasks like preparing reports, presentations, and correspondence. Additionally, you might assist with coordinating meetings, appointments, and travel arrangements.
- **Documentation and Record Keeping:** Keeping our physical and electronic files organized is crucial. You'll be responsible for managing and maintaining these records according to company policies. This includes ensuring compliance with regulations and assisting with document retrieval, archiving, and disposal.

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Flipkart Careers

Skills:

- **Excellent computer literacy:** You'll be comfortable working with various computer programs and applications used in an office setting. Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) is a must.
- **Strong organizational skills:** A meticulous approach to work is essential. You'll be able to prioritize tasks, manage deadlines, and keep yourself organized in a fast-paced environment.
- **Attention to detail:** Accuracy is paramount. You'll have a sharp eye for catching errors and ensuring data integrity.
- **Communication skills:** The ability to communicate clearly and concisely, both verbally and in writing, is important.

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

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