



<https://targetjob.govhelp.in/job/back-office-staff-all-jobs-for-you-flipkart-jobs-near-me/>

Back Office Staff – All Jobs For You – Flipkart Jobs Near Me

Job Location

India
Remote work from: IND

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Base Salary

USD 15 - USD 21

Qualifications

12th pass/Graduate

Employment Type

Full-time

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Description

Flipkart Recruitment

In this dynamic role, you'll play a vital role in supporting various back-office functions at Flipkart. You'll leverage your organizational skills, data entry expertise, and problem-solving abilities to ensure efficient and accurate processing of information. Your contributions will be essential in maintaining the smooth flow of operations and supporting the success of Flipkart's vast network.

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Flipkart Jobs near me

Responsibilities:

- **Data Entry & Management:** Meticulously enter and manage various types of data into Flipkart's systems, ensuring accuracy, completeness, and adherence to established protocols. This may involve processing customer information, order details, inventory data, or other relevant information as required by the team.
- **Order Processing & Support:** Assist with order processing tasks by verifying information, generating reports, and resolving discrepancies as needed. You may be involved in tasks like order confirmation, shipment tracking, or managing returns and cancellations.
- **Inventory Management:** Contribute to inventory management activities, including maintaining accurate stock levels, monitoring replenishment needs, and supporting data analysis. This may involve data entry related to

Hiring organization

Flipkart

Date posted

February 27, 2024

Valid through

31.08.2024

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stock levels, product updates, or assisting with physical inventory checks.

- **Administrative Support:** Provide general administrative support to the team, which may include filing documents, scheduling meetings, preparing reports, or answering basic customer inquiries.

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Flipkart Careers

Skills:

- Minimum 12th standard pass with a recognized degree (Graduation preferred).
- Basic computer literacy and proficiency in data entry software.
- Experience in data entry or a similar role (a plus).
- Familiarity with e-commerce operations (preferred).

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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