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Flipkart Careers 2024 – Job Search – Computer Operator Post

Hiring organization
Flipkart

Job Location

India
Remote work from: IN

Date posted
September 17, 2024

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Valid through
31.12.2024

Base Salary

USD 20\$ - USD 25\$

APPLY NOW

Qualifications

10th/12th/Graduate

Employment Type

Full-time, Part-time

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Description

Flipkart Careers

Job Title: Computer Operator

Location: Remote / On-site (as per company requirement)

Department: IT / Operations

Company: Flipkart

Job Overview:

Flipkart is hiring a dedicated and skilled **Computer Operator** to manage day-to-day computer operations and provide technical support across different departments. This role is essential for ensuring the smooth functioning of the company's IT systems, including data management, software operations, and

system monitoring. The ideal candidate should possess strong computer skills and the ability to troubleshoot basic system issues.

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Key Responsibilities:

- Manage and monitor computer systems, networks, and software applications to ensure smooth operation.
- Perform data entry tasks and ensure data accuracy and timely updates to the system.
- Regularly back up data to ensure system integrity and security.
- Troubleshoot minor technical issues and escalate more complex issues to the IT department.
- Maintain records of system activities, updates, and errors for regular reporting.
- Assist in setting up hardware and software for employees, ensuring smooth on-boarding and technical support.
- Run scheduled system diagnostics to detect and resolve any issues.
- Provide user support for internal teams regarding computer operations, applications, and software.
- Ensure compliance with company data security protocols and procedures.

Qualifications and Skills:

- **Educational Background:** High school diploma or equivalent required. A bachelor's degree in computer science or IT-related fields is a plus.
- **Experience:** Prior experience as a computer operator, IT assistant, or similar role is preferred. Freshers with strong computer literacy are also encouraged to apply.
- **Skills Required:**
 - Proficiency in using operating systems (Windows, Linux) and office software (MS Office Suite).
 - Familiarity with basic networking and system monitoring tools.
 - Strong attention to detail and ability to troubleshoot minor system issues.
 - Good typing speed and accuracy for data entry tasks.
 - Ability to manage multiple tasks efficiently and meet deadlines.
 - Good communication skills and ability to work both independently and as part of a team.

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Additional Information:

- **Work Hours:** Full-time / Part-time depending on role requirements.
- **Benefits:** Competitive salary, health insurance, paid time off, and other company perks.
- **Application Process:** Interested candidates should submit their resumes via the Flipkart Careers portal. Selected applicants will be contacted for further interviews and assessments.

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