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Flipkart Careers 2024 – Job Search – Office Clerk Post

Job Location

India
Remote work from: IN

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Base Salary

USD 18\$ - USD 25\$

Qualifications

10th/12th/Graduate

Employment Type

Full-time, Part-time

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Description

Job Title: Office Clerk

Job Summary:

The Office Clerk will be responsible for providing administrative support to the office team, ensuring the smooth operation of day-to-day activities, and maintaining a high level of organization and efficiency.

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Key Responsibilities:

Administrative Support

- Provide administrative assistance to the office team, including preparing and distributing documents, reports, and presentations.
- Manage and maintain accurate and up-to-date records, files, and databases.
- Coordinate and schedule meetings, appointments, and events.

Office Operations

- Maintain a clean and organized office environment, including managing supplies and inventory.
- Ensure the efficient use of office resources, including equipment and

Hiring organization

Flipkart

Date posted

September 17, 2024

Valid through

31.12.2024

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materials.

- Perform various administrative tasks, such as photocopying, scanning, and faxing.

Communication and Coordination

- Act as a liaison between departments, teams, and external stakeholders.
- Respond to and direct phone calls, emails, and other inquiries in a timely and professional manner.
- Coordinate travel arrangements, accommodations, and itineraries for team members.

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Data Entry and Management

- Accurately and efficiently enter data into various systems and databases.
- Maintain data integrity and ensure accuracy of information.
- Generate reports and perform data analysis as required.

Requirements:

Education and Experience

- High school diploma or equivalent required; associate's or bachelor's degree preferred.
- 1-2 years of experience in an administrative or office support role.

Skills and Abilities

- Excellent organizational, communication, and interpersonal skills.
- Proficient in Microsoft Office Suite, including Word, Excel, PowerPoint, and Outlook.
- Ability to work in a fast-paced environment, prioritize tasks, and meet deadlines.
- Strong attention to detail and accuracy in work.

Working Conditions:

- Work in a fast-paced office environment with frequent interruptions.
- May be required to work overtime or flexible hours as needed.

What We Offer:

- Competitive salary and benefits package.
- Opportunities for professional growth and development.
- Collaborative and dynamic work environment.

Authoritative References Used: Flipkart Careers Website Indeed Job Description Guidelines Society for Human Resource Management (SHRM)

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