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Flipkart Jobs – Job Change – Back Office Assistant in Flipkart

Hiring organization
Flipkart

Job Location

India
Remote work from: IND

Date posted
March 1, 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 knack for organization and a keen eye for detail? Are you passionate about providing exceptional customer service? If so, then a career as a Back Office Assistant at Flipkart might be the perfect fit for you!

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Flipkart Jobs near me

Responsibilities:

- Accurately enter and update data into various systems
- Maintain organized and efficient filing systems
- Provide timely and professional customer service support
- Assist with administrative tasks such as scheduling meetings and preparing reports
- Adhere to company policies and procedures

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Flipkart Careers

Skills:

- Strong organizational and time management skills
- Excellent communication and interpersonal skills
- Proficient in computer skills, including Microsoft Office Suite
- Ability to work independently and as part of a team
- Detail-oriented and accuracy-focused

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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