



<https://targetjob.govhelp.in/job/flipkart-jobs-job-change-data-entry-assistant-in-flipkart/>

## Flipkart Jobs – Job Change – Data Entry Assistant in Flipkart

**Hiring organization**  
Flipkart

### Job Location

India  
Remote work from: IND

**Date posted**  
February 17, 2024

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**Valid through**  
31.08.2024

### Base Salary

USD 17 - USD 25

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### Qualifications

12th/Graduate

### Employment Type

Full-time

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### Description

## Flipkart Recruitment

As a Data Entry Assistant, you'll play a crucial role in maintaining the accuracy and integrity of Flipkart's vast data ecosystem. You'll be responsible for inputting product information, customer details, order data, and other vital information into our systems, ensuring smooth operations and seamless customer experiences.

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#### Responsibilities:

- Accurately and efficiently enter data from various sources, including scanned documents, online forms, and handwritten notes.
- Maintain data consistency by adhering to established formats and guidelines.
- Identify and rectify data errors to ensure data accuracy and completeness.
- Update and maintain databases with relevant information.
- Generate reports and perform data analysis tasks as required.
- Collaborate with other teams to ensure data integrity and timely processing.

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## Flipkart Careers

### Skills:

- Excellent typing skills with a high level of accuracy (minimum 40 words per minute).
- Strong attention to detail and ability to identify and correct errors.
- Proficiency in data entry software (MS Excel, Google Sheets).
- Ability to work independently and meet deadlines.
- Excellent communication and interpersonal skills.
- Strong analytical and problem-solving skills.

**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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