Flipkart Recruitment 2023-24 – Freshers Job – Back Office Executive Post

Hiring organization
Flipkart

Job Location
India
Remote work from: IND

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Date posted
December 28, 2023

Valid through
30.06.2024

APPLY NOW

Base Salary
USD 16,000 - USD 20,000

Qualifications
12th/Graduate

Employment Type
Full-time

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Description

Flipkart Recruitment 2023

In this crucial role, you'll be the maestro of organization, accuracy, and data, ensuring every order moves from click to delivery and that each customer interaction is clear and efficient.

Flipkart Jobs near me

Responsibilities:

- **Data maestro:** Maintain accurate records, process invoices and bills, and manage inventory data with meticulous attention to detail, ensuring smooth financial operations.
- **Order champion:** Track order progress, communicate updates to customers, and resolve any discrepancies with precision and clarity, keeping the wheels of e-commerce turning.
- **Customer care crusader:** Provide support to internal teams and customers via email, phone, or chat, offering clear solutions and ensuring every interaction is positive and efficient.

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Flipkart Careers

Skills:

- **Data detective:** Strong analytical and problem-solving skills, with a keen eye for detail and accuracy.
- **Communication clarity:** Excellent written and spoken English, with the ability to communicate complex information clearly and concisely to diverse audiences.
- **Tech-savvy navigator:** Proficiency in basic computer applications and data entry software.
- **Team player with a can-do attitude:** Collaborative and adaptable, with a willingness to learn new tasks and contribute to a fast-paced environment.

Important Links

Find the Link in [Apply Now](#) Button

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