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Blinkit Recruitment 2023 – Jobs Near Me – Back Office Staff Post

Hiring organization
Blinkit

Job Location

India
Remote work from: IND

Date posted
September 12, 2023

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Valid through
30.09.2025

Base Salary

Rs. 12,000 - Rs. 18,000

APPLY NOW

Qualifications

12th Passed & Graduate

Employment Type

Full-time

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Description

Blinkit Recruitment 2023

The Back Office Staff is responsible for providing administrative support to the Blinkit operations team. This includes tasks such as processing orders, managing inventory, and tracking shipments. The ideal candidate will be organized, detail-oriented, and have strong computer skills.

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Blinkit Careers

Responsibilities:

- Process orders, including entering order information, generating shipping labels, and tracking shipments.
- Manage inventory, including updating inventory levels, placing orders with vendors, and receiving shipments.
- Provide customer support, such as answering questions about orders and resolving issues.
- Other back office duties as assigned.

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Blinkit Jobs Near Me

Skills:

- Strong organizational skills
- Excellent attention to detail
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint)
- Experience with inventory management software

Customer service skills

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