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

Hiring organization
Blinkit

Job Location

India
Remote work from: IND

Date posted
September 23, 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 team. This role includes performing a variety of tasks, such as processing orders, managing inventory, and providing customer service. The Back Office Staff plays a vital role in ensuring that Blinkit's operations run smoothly and efficiently.

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Blinkit Careers

Responsibilities:

- Process orders accurately and efficiently.
- Manage inventory levels and ensure that products are available to customers.
- Provide customer service and support.
- Maintain and update back office records.
- Prepare reports and presentations.
- Perform other administrative tasks as assigned.

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Blinkit Jobs Near Me

Skills:

- Strong organizational and time management skills.
- Excellent communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Basic computer skills.

Important Links Knowledge of back office procedures and systems is preferred.

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