



<https://jobquest.jobsworld.com/job/flipkart-careers-2023-jobs-near-me-back-office-staff-post/>

## Flipkart Careers 2023 – Jobs Near Me – Back Office Staff Post

**Hiring organization**  
Flipkart

### Job Location

India  
Remote work from: India

**Date posted**  
January 11, 2023

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**Valid through**  
30.09.2025

### Base Salary

Rs. 10,000 - Rs. 18,000

APPLY NOW

### Qualifications

10th, 12th, Graduate

### Employment Type

Full-time

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### Description

## Flipkart Recruitment 2023

The Back Office Staff member is responsible for handling the administrative and clerical tasks for the company.

### Flipkart Work From Home Jobs

#### Responsibilities:

- Manage accounts payable and receivable
- Handle data entry
- Prepare bills and invoices
- Process customer orders
- Provide customer service

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### Flipkart Jobs For Freshers

**Skills:**

-Familiarity with data entry software

-Excellent communication and customer service skills

Ability to multitask and prioritize tasks

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

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