

Flipkart Jobs 2023 – Jobs Near Me – Back Office Coordinator Post

Hiring organization
Flipkart

Job Location

India
Remote work from: India

Date posted
January 12, 2023

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Valid through
31.12.2025

Base Salary

Rs. 15,000 - Rs. 23,500

APPLY NOW

Qualifications

10th, 12th, Graduate

Employment Type

Full-time

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Description

Flipkart Recruitment 2023

The Back Office Coordinator is responsible for providing administrative and clerical support to the Back Office department.

Flipkart Work From Home Jobs

Responsibilities:

- Maintain records and files
- Schedule appointments
- Create and send emails, track responses, manage contact lists.

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Flipkart Jobs For Freshers

Requirements:

- Strong organizational skills
- Able to manage multiple tasks simultaneously

Qualifications:

- High school diploma or equivalent
- Two years of administrative or clerical experience

Important Links

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

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