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Flipkart Recruitment 2023 – Apply Online – Front Office Executive Post

Hiring organization
Flipkart

Job Location

Kolkata, West Bengal, India
Remote work from: India

Date posted
March 9, 2023

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Valid through
30.09.2025

Base Salary

Rs. 12,000 - Rs. 21,000

APPLY NOW

Qualifications

12th, Graduate

Employment Type

Full-time

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Description

Flipkart Recruitment 2023

The Front Office Executive will provide clerical and administrative support to the front office department.

Flipkart Work From Home Jobs

Duties include answering phones, greeting guests, handling mail, and providing support to other departments as needed. The ideal candidate will have experience in a customer service environment, excellent organizational skills, and superb attention to detail.

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Flipkart Jobs For Freshers

Responsibilities:

- Answer phones and greet guests in a professional manner
- Provide support to other departments as needed
- Handle mail and deliveries
- Update and maintain employee contact lists

- Prepare meeting agendas and minutes
- Order office supplies and maintain inventory

Qualifications:

- Proven experience in a customer service environment
- Excellent organizational skills and attention to detail
- Strong writing and communication skills
- Proficient in Microsoft Office

Important Links

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

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