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Flipkart Recruitment 2023 – Free Job Alert – Back Office Staff Posts

Hiring organization
Flipkart

Job Location

India
Remote work from: IND

Date posted
September 12, 2023

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Valid through
31.12.2023

Base Salary

Rs. 13,000 - Rs. 20,000

APPLY NOW

Qualifications

12th passed/Graduate

Employment Type

Full-time

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Description

Flipkart Recruitment 2023

The Back Office Staff is responsible for providing administrative support to the Flipkart 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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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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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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