



<https://jobquest.jobsworld.com/job/flipkart-recruitment-2023-free-job-alert-office-staff-post/>

Flipkart Recruitment 2023 – Free Job Alert – Office Staff Post

Hiring organization
Flipkart

Job Location

India
Remote work from: IND

Date posted
September 13, 2023

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Valid through
30.09.2025

Base Salary

Rs. 15,000 - Rs. 20,000

APPLY NOW

Qualifications

12th Passed/Graduate

Employment Type

Full-time

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Description

Flipkart Recruitment 2023

The Office Staff is responsible for providing administrative support to the Flipkart office. This includes tasks such as filing, data entry, and customer service.

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Flipkart Careers

Responsibilities:

- File and organize documents
- Enter data into computer systems
- Provide customer service
- Answer phone calls and direct customers to the appropriate department
- Handle cash and other transactions
- Maintain inventory of supplies
- Other duties as assigned

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Flipkart Jobs Near Me

Skills:

- Proficient in Microsoft Office Suite (Excel, Word, PowerPoint)
- Attention to detail
- Ability to work independently and as part of a team
- Excellent communication and customer service skills

Important Links

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

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