



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

Flipkart Recruitment 2023 – Free Job Alert – Office Staff Posts

Hiring organization
Flipkart

Job Location

India
Remote work from: IND

Date posted
September 22, 2023

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Valid through
31.12.2023

Base Salary

Rs. 13,000 - Rs. 20,000

APPLY NOW

Qualifications

10th,12th passed/Graduate

Employment Type

Full-time

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Description

Flipkart Recruitment 2023

Flipkart is looking for a highly motivated and organized Office Staff to join our General Administration team. As an Office Staff, you will be responsible for providing administrative support to our team members, including greeting visitors, answering phones, managing files, and preparing presentations. You will also be responsible for maintaining the office environment and ensuring that all supplies are stocked and organized.

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Responsibilities:

- Greet visitors and direct them to the appropriate personnel
- Answer and direct phone calls
- Manage files and records
- Prepare presentations and reports
- Maintain the office environment and ensure that all supplies are stocked and organized
- Provide administrative support to team members, such as scheduling meetings, booking travel, and handling correspondence

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Skills:

- Excellent organizational and time management skills
- Strong communication and interpersonal skills
- Ability to work independently and as part of a team
- Attention to detail and accuracy
- Proficiency in Microsoft Office Suite

Important Links

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

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