



<https://jobquest.jobsleworld.com/job/flipkart-recruitment-2023-jobs-near-me-office-manager-posts/>

Flipkart Recruitment 2023 – Jobs Near Me – Office Manager Posts

Hiring organization
Flipkart

Job Location

India
Remote work from: India

Date posted
March 21, 2023

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Valid through
31.12.2025

Base Salary

Rs. 12,000 - Rs. 15,000

APPLY NOW

Qualifications

12th, Graduate

Employment Type

Full-time

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Description

Flipkart Recruitment 2023

The Office Manager is responsible for planning, organizing, managing, and motivating project teams to achieve desired outcomes.

Flipkart Jobs Near Me

This includes developing Office Manager plans, assigning resources, and monitoring progress against goals. The Project Manager will also be responsible for ensuring projects are completed within budget and on time.

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Flipkart Freshers Job

Responsibilities:-

- Develop project plans in consultation with stakeholders
- Assign and manage resources to achieve project goals
- Monitor progress against goals and revise plans as needed
- Manage budget and ensure projects are completed within budget
- Handle customer inquiries and ensure customer satisfaction

Qualifications:-

- Bachelor's degree or equivalent experience in a project management related field
- At least 3 years of experience in project management
- Strong leadership and problem solving skills

Excellent communication and interpersonal skills

Important Links

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

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