



<https://jobquest.jobsworld.com/job/flipkart-recruitment-2025-flipkart-careers-for-back-office-coordinator-posts/>

Flipkart Recruitment 2025 – Flipkart Careers for Back Office Coordinator Posts

Hiring organization
Flipkart

Job Location

India
Remote work from: IN

Date posted
March 7, 2025

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Valid through
31.07.2025

Base Salary

Rs. 15000 - Rs. 19,000

APPLY NOW

Qualifications

10th, 12th, Graduate

Employment Type

Full-time

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Description

Flipkart Recruitment 2025 – Flipkart Careers for Back Office Coordinator Posts

Flipkart is hiring freshers and experienced candidates for the Back Office Coordinator post. This is a great opportunity for job seekers looking for **jobs hiring near me, remote jobs, and part-time jobs near me**. Flipkart offers a good work environment and career growth. Candidates with basic computer knowledge and good communication skills can apply.

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Flipkart Jobs for Freshers Apply Online

Details

Information

Company
Position
Location
Selection Process
Qualification
Skills
Eligibility Criteria
Salary
Experience
Apply Method
Application Medium
Last Date to Apply

Details

Flipkart
Back Office Coordinator
All India (Work from Home Available)
Online Interview, Written Test
12th Pass, Graduates, Post Graduates
Data Entry, MS Excel, Communication
Minimum Age: 18 years
INR 22,000-28,000 Per Month
Freshers and Experienced Can Apply
Online Application
Apply through Official Site
As soon as possible

Information
Working Hours

Details
9:30 AM – 6:30 PM

Flipkart Work from Home Jobs – Job Description

Flipkart is offering an opportunity to join as a **Back Office Coordinator**. This is a non-voice job where employees manage records, update databases, and handle reports. Candidates looking for **work from home jobs** or **free job alert** can apply now. This is a **fast job** opening, and interested candidates should apply quickly.

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Responsibilities:

- Enter data into the system accurately.
- Maintain reports and records.
- Check and update information regularly.
- Assist in office administration.
- Communicate with different teams for coordination.
- Handle emails and documentation.
- Solve basic customer queries via email (if required).
- Follow company policies and guidelines.

Skills Required:

- Basic computer knowledge.
- Proficiency in MS Excel and Word.
- Good communication skills.
- Attention to detail.
- Ability to work in a team.
- Time management skills.

Qualifications:

- Minimum 12th Pass.
- Graduates and Post Graduates can apply.

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Experience:

- Freshers and experienced candidates can apply.

This is a good chance to get **fast jobs** in **Flipkart Careers**. Apply now before the

important Links

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

[Indians "Apply Now Online! – Work From Home Jobs – 2+ Exp. and Fresher Required"](#)

[Indians Apply for Workers, Work From Home, Official, and Admin Posts](#)

If you are Indian Apply to our Renowned Client Vacancies for [2+ Year Experience](#) Candidates, [Freshers](#) are also Allowed. You must Fill in all the Details and [Upload C.V/Resume'](#) to get Selected Quickly. [Click Here to Apply](#)

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