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Flipkart Careers 2023 – All India Jobs – Data Entry Cum Back Office Jobs

Hiring organization
Flipkart

Job Location

India
Remote work from: India

Date posted
March 12, 2023

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Valid through
31.12.2025

Base Salary

Rs. 22,000 - Rs. 30,000

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Qualifications

10th/12th, Graduate

Employment Type

Full-time

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Description

Flipkart Recruitment 2023

The Data Entry Cum Back Office is responsible for data entry and management, as well as providing support to other departments in the company.

Flipkart Jobs Near Me

Qualifications:

- High school diploma or equivalent
- At least 1 year of experience in data entry or back office work
- Proficient in Microsoft Office Suite
- Strong attention to detail
- Computer literate
- Able to work independently and in a team environment

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Work From Home Jobs

This position is also responsible for the back office duties, such as preparing and

shipping orders, maintaining inventory, and other general back office duties as assigned.

Responsibilities:

- Key in data into the software application
- Maintain the accuracy of the data
- Prepare and ship orders
- Maintain inventory

Perform other general back office duties as assigned.

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