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Flipkart Careers 2023 – Jobs Near Me – Back Office Admin Post

Hiring organization
Flipkart

Job Location

India
Remote work from: India

Date posted
March 22, 2023

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Valid through
31.12.2025

Base Salary

Rs. 22,000 - Rs. 30,000

APPLY NOW

Qualifications

10th/12th, Graduate

Employment Type

Full-time

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Description

Flipkart Recruitment 2023

The Back Office Admin is responsible for providing back office support to the company. This includes tasks such as bookkeeping, accounts payable, and human resources.

Flipkart Jobs Near Me

The Back Office Admin must be able to manage and organize these tasks in an efficient and effective manner.

Responsibilities:

- Bookkeeping: Prepare and maintain financial statements, invoices, and other financial documents
- Accounts Payable: Process accounts payable and vendor payments
- Human Resources: Maintain employee records, prepare payroll, and file associated taxes

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Flipkart Careers

The ideal candidate for this position will have experience in bookkeeping and

accounting, as well as a strong attention to detail.

Requirements:

- Bookkeeping and accounting experience
- Strong attention to detail

Strong organizational skills

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