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Flipkart Careers 2023 – Work From Home Jobs – Back Office Assistant Job

Hiring organization
Flipkart

Job Location

India
Remote work from: India

Date posted
January 18, 2023

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Valid through
31.12.2023

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 assistant will be responsible for providing support to the back office operations of the company.

Flipkart Jobs Near Me

Qualifications:

- Strong customer service skills
- Passion for technology
- Experience working with clients
- Proven experience in providing world-class customer service
- Strong understanding of project management principles

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Work From Home Jobs

We are looking for a Back Office Assistant responsible for providing administrative support to ensure efficient operation of the office.

Responsibilities:

- Answer and direct phone calls
- Greet and welcome guests
- Organize and schedule appointments
- Manage files and records

Respond to meeting rooms

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

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