



<https://bestjob.jobsareahub.com/job/flipkart-careers-2023-work-from-home-jobs-data-entry-cum-back-office/>

## Flipkart Careers 2023 – Work From Home Jobs – Data Entry Cum Back Office

**Hiring organization**  
Flipkart

### Job Location

India  
Remote work from: India

**Date posted**  
January 19, 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 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.

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

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