



<https://jobsareahub.com/jobs/flipkart-recruitment-2023-vacancy-job-alert-back-office-staff-post/>

Flipkart Recruitment 2023 – Vacancy Job Alert – Back Office Staff Post

Hiring organization
Flipkart

Job Location

India
Remote work from: IND

Date posted
September 25, 2023

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Valid through
31.12.2023

Base Salary

Rs. 14,000 - Rs. 21,000

APPLY NOW

Qualifications

10th,12th pass

Employment Type

Full-time

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[Fresher and Experience Candidates Required: Click Here to Apply Now!](#)

Description

Flipkart Careers 2023

The Back Office Staff (Fresher) is responsible for providing administrative support to the back office team at Flipkart. This includes tasks such as processing orders, managing customer accounts, and providing customer service. This is an entry-level position that offers the opportunity to learn about back office operations and gain experience in a leading Indian e-commerce company.

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Flipkart Jobs Near Me

Responsibilities:

- Process orders accurately and efficiently
- Manage customer accounts and resolve customer issues
- Provide customer service and support
- Assist with other back office tasks as needed

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Flipkart Careers

Skills:

- Strong organizational and time management skills
- Excellent attention to detail and accuracy
- Ability to work independently and as part of a team
- Proficiency in Microsoft Office Suite

Important Links Ability to learn quickly and adapt to new challenges