



<https://jobsareahub.com/jobs/flipkart-jobs-for-freshers-wfh-jobs-for-flipkart-back-office-staff/>

Flipkart Jobs For Freshers – WFH Jobs For Flipkart – Back Office Staff

Hiring organization
Flipkart

Job Location

India
Remote work from: IND

Date posted
January 18, 2024

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Valid through
31.08.2024

Base Salary

USD 11 - USD 19

APPLY NOW

Qualifications

Graduate, 12th

Employment Type

Full-time, Work From Home

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Description

Flipkart Jobs For Freshers

As a Work From Home Back Office Staff at Flipkart, you'll play a crucial role in ensuring smooth backend operations.

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Flipkart Jobs Near Me

Responsibilities:

- **Data entry and processing:** Accurately and efficiently inputting information into various systems, ensuring data integrity and completeness.
- **Document management:** Organizing and maintaining essential documents, files, and records in a systematic manner.
- **Communication and coordination:** Liaising with internal and external stakeholders to obtain or provide information, resolve queries, and facilitate smooth workflow.
- **Reporting and analysis:** Generating reports based on assigned data, identifying trends and areas for improvement, and presenting them to relevant teams.
- **Customer support:** Assisting customers with basic inquiries and resolving

issues within designated parameters.

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Flipkart Careers

Skills:

- Fresh graduates with any bachelor's degree (preferably in commerce, business administration, or a related field).
- Strong communication and interpersonal skills, with the ability to work effectively both independently and as part of a team.
- Excellent attention to detail and accuracy in data handling.
- Ability to learn and adapt quickly to new processes and systems.
- Proficiency in computer skills, including Microsoft Office Suite (Word, Excel, PowerPoint).
- Strong analytical and problem-solving skills.
- Excellent written and verbal communication skills.

Tags:

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