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Flipkart Recruitment 2023 – Jobs In Kolkata – Free Job Alert – Office Executive Posts

Hiring organization
Flipkart

Job Location

C8X2+FMF, Yani Sarani, Diamond Park, Joka, 700139, Kolkata, West Bengal, India

Date posted
May 17, 2023

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Valid through
31.12.2023

Base Salary

Rs. 12,000 - Rs. 15,000

APPLY NOW

Qualifications

10th/12th Pass & Graduate

Employment Type

Full-time

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Description

Flipkart Recruitment 2023

We are looking for a proactive and organized Office Executive to join our team at Flipkart. As an Office Executive, you will play a crucial role in ensuring the smooth operation of our office and providing administrative support to various departments. Your attention to detail, multitasking abilities, and excellent communication skills will contribute to the efficient functioning of our organization.

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Responsibilities:

1. Administrative Support: Provide general administrative support to the office, including managing phone calls, emails, and correspondence. Assist in scheduling appointments, arranging meetings, and maintaining calendars. Handle office supplies inventory and ensure the availability of necessary resources.
2. Documentation and Record-Keeping: Maintain organized and up-to-date files and documents. Assist in preparing reports, presentations, and other materials as required. Ensure accurate data entry and record-keeping, and assist in managing confidential information with utmost discretion.

3. Office Coordination: Collaborate with different departments to facilitate smooth communication and coordination. Assist in organizing office events, meetings, and conferences. Coordinate travel arrangements, accommodation, and transportation for employees and guests when necessary.

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Flipkart Jobs Near Me

Skills:

1. Organization and Time Management: Excellent organizational skills and the ability to prioritize tasks effectively are essential for this role. You should be able to manage multiple responsibilities and deadlines efficiently.
2. Communication and Interpersonal Skills: Strong written and verbal communication skills are necessary to interact with colleagues and external stakeholders professionally. You should be able to maintain confidentiality and handle sensitive information with discretion.
3. Computer Proficiency: Proficiency in MS Office Suite (Word, Excel, PowerPoint) and other office software is required. Familiarity with data entry and record-keeping tools will be advantageous. Ability to learn new software and tools quickly is highly desirable.

Important Links

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

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