



<https://jobtalent.jobcitylive.com/job/flipkart-careers-2023-jobs-near-me-back-office-executive-posts/>

## Flipkart Careers 2023 – Jobs Near Me – Back Office Executive Posts

**Hiring organization**  
Flipkart

### Job Location

Kolkata, West Bengal, India  
Remote work from: India

**Date posted**  
March 13, 2023

(adsbygoogle = window.adsbygoogle || []).push({});

**Valid through**  
31.12.2025

### Base Salary

Rs. 12,000 - Rs. 16,000

APPLY NOW

### Qualifications

12th, Graduate

### Employment Type

Full-time

(adsbygoogle = window.adsbygoogle || []).push({});  
(adsbygoogle = window.adsbygoogle || []).push({});

### Description

## Flipkart Recruitment 2023

The Back Office Executive will be responsible for all the back office operations of the company. The responsibilities will include maintaining accounts, recording financial transactions, preparing reports and maintaining databases.

### Jobs Near Me

### Responsibilities:-

- Maintaining Accounts: Recording all financial transactions and maintaining accounts payable and receivable
- Preparing Financial Reports: Generating reports on revenue, expenses, profits, etc.
- Maintaining Databases: Updating and managing company databases

(adsbygoogle = window.adsbygoogle || []).push({});

### Flipkart Jobs Near Me

**Qualifications & Skills:**

At least 2 years of experience in a back office role.

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

(adsbygoogle = window.adsbygoogle || []).push({});

(adsbygoogle = window.adsbygoogle || []).push({});