



<https://jobtalent.jobcitylive.com/job/flipkart-careers-2023-jobs-near-me-office-clerk-post/>

## Flipkart Careers 2023 – Jobs Near Me – Office Clerk Post

**Hiring organization**  
Flipkart

### Job Location

Kolkata, West Bengal, India  
Remote work from: India

### Date posted

February 23, 2023

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### Valid through

31.12.2025

### Base Salary

Rs. 12,000 - Rs. 15,000

APPLY NOW

### Qualifications

12th, Graduate

### Employment Type

Full-time

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### Description

## Flipkart Recruitment 2023

We are looking for a responsible Office Clerk to perform a variety of administrative and clerical tasks.

### Responsibilities:

- Support managers and employees through a variety of tasks such as scheduling meetings and preparing reports
- Record and manage information using proper software
- Handle company's general correspondence

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### Flipkart Jobs Near Me

### Skills:

- Strong knowledge of office procedures

Organized and proactive attitude

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

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