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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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