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Flipkart Recruitment 2023 – Online Job – Office Staff Posts

Hiring organization
Flipkart

Job Location

Kolkata, West Bengal, India
Remote work from: India

Date posted
May 8, 2023

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Valid through
31.12.2023

Base Salary

Rs. 12,000 - Rs. 16,000

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Qualifications

12th, Graduate

Employment Type

Full-time

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Description

Flipkart Recruitment 2023

The Office Staff is responsible for providing day-to-day support to the employees of the company. This may include providing administrative support, managing office supplies, and supporting company events.

Responsibilities:

- Provide day-to-day support to employees
- Manage office supplies and equipment
- Coordinate company events
- Update and manage company website and social media accounts

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Flipkart Jobs Near Me

Skills:

-Strong administrative skills

-Familiarity with computers and office software

-Strong organizational skills

-Good communication skills

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

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