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Flipkart Jobs 2023 – Jobs Near Me – Back Office Assistant Post

Hiring organization
Flipkart

Job Location

Kolkata, West Bengal, India
Remote work from: India

Date posted
March 15, 2023

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Valid through
31.12.2025

Base Salary

Rs. 12,000 - Rs. 16,000

APPLY NOW

Qualifications

12th, Graduate

Employment Type

Full-time

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Description

Flipkart Recruitment 2023

The Back Office Assistant will provide administrative and clerical support to the back office operations of the company.

Responsibilities:

- Data entry
- Preparing and sorting documents
- Copying and scanning documents
- Customer service

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Flipkart Jobs Near Me

Flipkart

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Skills:

- Strong organizational skills
- Detail-oriented

Excellent customer service skills

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

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