



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

Flipkart Jobs 2023 - Jobs Near Me - Office Executive Post

Hiring organization
Flipkart

Job Location

Kolkata, West Bengal, India
Remote work from: India

Date posted

February 11, 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 Office Executive is responsible for the day-to-day operations of the office.

Jobs Near Me

Responsibilities:-

- Answer phones and greet visitors
- Organize and file paperwork
- Handle correspondence
- Schedule appointments
- Record minutes of meetings

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

Flipkart Jobs Near Me

Skills:

-Familiar with computers and Microsoft Office

Good organizational skills

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

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

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