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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

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Valid through

31.12.2025

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 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

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Flipkart Jobs Near Me

Skills:

-Familiar with computers and Microsoft Office

Good organizational skills

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