



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

## Flipkart Recruitment 2023 - Jobs Near Me - Administrator Post

**Hiring organization**  
Flipkart

### Job Location

Kolkata, West Bengal, India  
Remote work from: India

**Date posted**  
January 10, 2023

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**Valid through**  
31.12.2025

### Base Salary

Rs. 9,000 - Rs. 18,000

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### Qualifications

12th, Graduate

### Employment Type

Full-time

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### Description

## Flipkart Recruitment 2023

The Administrator is responsible for the day-to-day operations of the department.

### Jobs For Freshers

#### Responsibilities:

Monitor and optimize system performance

Ensure backups are executed successfully and on schedule

Maintain security of the system

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### Flipkart Jobs Near Me

#### Skills & Qualifications:

Proven experience as an administrator role

Strong knowledge of computer systems and networks

Familiarity with Windows server operating systems

Experience with Microsoft Office Suite

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