



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

## Flipkart Recruitment 2023 – Jobs Near Me – Back Office Executive Post

**Hiring organization**  
Flipkart

### Job Location

Kolkata, West Bengal, India  
Remote work from: India

**Date posted**  
January 7, 2023

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**Valid through**  
31.12.2025

### Base Salary

Rs. 18,000 - Rs. 20,000

APPLY NOW

### Qualifications

12th Pass & Graduate

### Employment Type

Full-time

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### Description

## Flipkart Recruitment 2023

The position of Back Office Executive is to provide efficient and effective back office support to the company.

### Responsibilities:

- Handle customer service inquiries
- Maintain databases and records
- Handle customer service related issues
- Handle telephone and email enquiries

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### Flipkart Jobs Near Me

### Skills:

- Strong organizational skills and attention to detail
- Good knowledge of MS Office

- Computer literacy

### Important Links

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

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