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Flipkart Recruitment 2023 – Jobs Near Me – Back Office Staff Post

Hiring organization

Flipkart

Date posted

January 4, 2023

Valid through

31.12.2025

APPLY NOW

Job Location

Kolkata, West Bengal, India

Remote work from: India

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Base Salary

Rs. 18,000 - Rs. 20,000

Qualifications

Graduate

Employment Type

Full-time

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Description

Flipkart Recruitment 2023

Back Office Staff are responsible for providing administrative and operational support to the business.

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Flipkart Jobs Near Me

They are often the first point of contact for customers, clients and colleagues and therefore must be able to handle customer inquiries, process documentation, and ensure that all operations are running smoothly and efficiently. They are expected to maintain accurate records, ensure all tasks are completed on time, and provide general administrative support.

Jobs for Freshers

In addition, Back Office Staff are responsible for setting up new systems and procedures, ensuring compliance with laws and regulations, and providing customer service. They must be organized, detail-oriented and have excellent

communication skills. Back Office Staff must also have a strong knowledge of the company's operations, processes and procedures

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