



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

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

**Hiring organization**  
Flipkart

### Job Location

Kolkata, West Bengal, India  
Remote work from: India

**Date posted**  
January 13, 2023

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**Valid through**  
31.12.2025

### Base Salary

Rs. 12,000 - Rs. 16,000

APPLY NOW

### 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

**Important Links**

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

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