



<https://govhelp.in/job/flipkart-hiring-jobs-all-job-for-you-virtual-assistant/>

Flipkart Hiring Jobs – All Job For You – Virtual Assistant

Job Location

India
Remote work from: IND

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Base Salary

USD. 11 - USD. 19

Qualifications

12th Pass, Graduate

Employment Type

Full-time

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Description

Flipkart Hiring Jobs

Do you possess excellent organizational and communication skills and thrive in a fast-paced environment? Are you passionate about supporting others and ensuring their success? If so, then a Virtual Assistant role at Flipkart could be the perfect opportunity for you!

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Flipkart Jobs Near Me

Responsibilities:

- Manage and organize filing systems, both physical and digital.
- Prepare and maintain documentation, reports, and presentations.
- Coordinate travel arrangements and meetings.
- Answer phone calls and emails efficiently and professionally.
- Assist with data entry and other administrative tasks as assigned.
- Provide exceptional customer service by promptly responding to inquiries and resolving issues.
- Proactively identify and escalate customer concerns to the appropriate team.
- Follow up with customers to ensure their satisfaction.

Hiring organization

Flipkart

Date posted

February 27, 2024

Valid through

31.08.2024

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Flipkart Careers

Skills:

- Strong organizational and time management skills.
- Excellent communication and interpersonal skills.
- Proficient in MS Office Suite (Word, Excel, PowerPoint).
- Ability to work independently and as part of a team.
- Detail-oriented and quality-focused.
- Ability to learn new systems and procedures quickly.
- Positive attitude and willingness to help others.

Tags:

flipkart recruitment 2024, flipkart hiring 2024, flipkart new vacancy, flipkart jobs from home, flipkart work from home, flipkart, flipkart job vacancy, flipkart new vacancy 2024, flipkart company job 2024, flipkart packing job 2024, flipkart vacancy 2024, flipkart jobs, flipkart work from home job, flipkart work from home jobs, flipkart jobs work from home, flipkart new job vacancy 2024, flipkart work from home jobs interview

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