



<https://govhelp.in/job/flipkart-jobs-for-freshers-find-a-job-front-office-executive-in-flipkart/>

Flipkart Jobs For Freshers – Find a Job – Front Office Executive in Flipkart

Job Location

India
Remote work from: IND

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Base Salary

USD. 12 - USD. 20

Qualifications

12th Pass, Graduate

Employment Type

Full-time

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Description

Flipkart Jobs For Freshers

As a Front Office Executive at Flipkart, you'll be the first point of contact for our visitors, partners, and employees. You'll play a crucial role in shaping the first impression of our vibrant company culture, while also providing exceptional administrative support to our teams. This is a dynamic and rewarding role for someone who thrives on multitasking, problem-solving, and exceeding expectations.

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Flipkart Jobs Near Me

Responsibilities:

- **Greet and welcome visitors:** Create a warm and professional atmosphere for guests, partners, and employees. Provide clear directions and information, ensuring a smooth and efficient experience.
- **Administrative Support:** Manage calendars and schedules, book travel arrangements, and handle correspondence. Assist with document management and filing systems, ensuring accuracy and organization.
- **Communication and Collaboration:** Maintain excellent communication with internal and external stakeholders, both verbally and in writing. Build positive relationships and foster a collaborative work environment.

Hiring organization

Flipkart

Date posted

January 26, 2024

Valid through

31.08.2024

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Flipkart Careers

Skills:

- **Excellent communication and interpersonal skills:** You can connect with people from diverse backgrounds and build rapport quickly.
- **Strong organizational and time management skills:** You thrive in fast-paced environments, prioritize tasks effectively, and meet deadlines consistently.
- **Proficiency in Microsoft Office Suite:** You're comfortable using Word, Excel, PowerPoint, and other relevant software to complete administrative tasks.
- **Bachelor's degree (any discipline) preferred.**
- **Freshers welcome!** We value your enthusiasm and eagerness to learn, and we're committed to providing you with the training and support you need to succeed.

Tags:

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