

Flipkart Recruitment 2023 – All India Jobs – Office Executive Post

Hiring organization
Flipkart

Job Location

India
Remote work from: Brazil

Date posted
June 14, 2023

Valid through
31.12.2023

Base Salary

USD. 15,500 - USD. 21,000

APPLY NOW

Qualifications

12th Pass, Graduate.

Employment Type

Full-time

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Description

Flipkart Recruitment 2023

Flipkart is a leading e-commerce platform committed to providing a seamless online shopping experience to customers. We are currently seeking dedicated and organized individuals to join our team as Office Executives. This role offers an exciting opportunity for freshers to kickstart their career in a dynamic and fast-paced work environment, contributing to the smooth operation of our offices.

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Flipkart Jobs Near Me

Responsibilities:

1. **Administrative Support:** As an Office Executive at Flipkart, your primary responsibility will be to provide administrative support to the office. You will assist in managing office operations, including maintaining office supplies, coordinating meetings and appointments, and handling general inquiries. You will ensure the office is well-organized and running efficiently by managing schedules, coordinating travel arrangements, and maintaining proper filing systems. Your attention to detail and multitasking abilities will be essential in handling various administrative tasks effectively.
2. **Communication and Coordination:** In this role, you will be responsible for facilitating effective communication within the office. You will manage incoming and outgoing correspondence, including emails, phone calls, and letters. You will coordinate with internal teams and external stakeholders, ensuring smooth communication flow and timely responses. Your excellent verbal and written communication skills will be instrumental in maintaining positive relationships and ensuring efficient collaboration across the organization.
3. **Documentation and Reporting:** As an Office Executive, you will be

responsible for maintaining accurate documentation and preparing reports as required. You will assist in preparing presentations, maintaining databases, and organizing relevant office documents. Additionally, you will compile and analyze data to create reports and presentations for management. Your proficiency in MS Office applications and strong attention to detail will contribute to the accuracy and quality of the documentation and reports produced.

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Flipkart Careers

Skills:

- Strong organizational and time management skills to handle multiple tasks effectively.
- Excellent communication skills, both verbal and written, to interact with internal and external stakeholders.
- Proficiency in MS Office applications, including Word, Excel, and PowerPoint.
- Attention to detail and accuracy in handling administrative tasks and documentation.
- Ability to work independently and collaboratively in a team-oriented environment.
- Problem-solving skills and the ability to prioritize and meet deadlines.
- Professional demeanor and a positive attitude.

Important Links

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

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