

Flipkart Jobs 2023 – Jobs Near Me – Executive Officer Post

Hiring organization

Flipkart

Job Location

India

Remote work from: Brazil

Date posted

May 26, 2023

Valid through

31.12.2023

Base Salary

USD. 12,000 - USD. 17,500

APPLY NOW

Qualifications

12th Pass, Graduation.

Employment Type

Full-time

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Description

Flipkart Recruitment 2023

As an Executive Officer, your primary responsibility will be to provide high-level administrative support to senior executives and ensure the smooth functioning of the organization. You will play a crucial role in managing day-to-day operations, facilitating communication, and executing strategic initiatives. Your ability to handle sensitive information, exercise discretion, and make sound decisions will be essential for success in this role.

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Flipkart Jobs Near Me

Responsibilities:

1. Administrative Support:

- Manage and prioritize executive calendars, appointments, and meetings.
- Prepare and distribute correspondence, reports, and presentations.
- Coordinate travel arrangements and logistics for executives.
- Maintain confidential files and records.

2. Communication and Liaison:

- Act as a point of contact between executives, employees, and external stakeholders.
- Facilitate effective communication by handling incoming and outgoing correspondence.
- Prepare agendas, take minutes, and distribute meeting materials.
- Draft and edit documents, including emails, memos, and reports.

3. Project Coordination:

- Support executives in planning, organizing, and executing strategic

initiatives.

- Conduct research, collect data, and analyze information to assist in decision-making.
- Monitor project timelines, deliverables, and milestones.
- Collaborate with team members to ensure project objectives are met.

4. Relationship Management:

- Build and maintain positive relationships with internal and external stakeholders.
- Assist in coordinating meetings, events, and conferences.
- Handle inquiries and resolve issues promptly and professionally.
- Maintain a professional and polished image while representing the executives.

5. Confidentiality and Ethics:

- Handle confidential and sensitive information with the utmost discretion.
- Adhere to ethical standards and maintain confidentiality at all times.
- Comply with organizational policies and procedures.

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Flipkart Careers

Qualifications:

- Bachelor's degree in business administration, management, or a related field (or equivalent experience).
- Proven experience in an executive support or administrative role.
- Excellent organizational and time management skills.
- Strong written and verbal communication skills.
- Proficiency in office productivity tools (e.g., Microsoft Office Suite).
- Ability to handle multiple tasks and prioritize effectively.

Important Links

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

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