



<https://govhelp.in/job/flipkart-vacancy-near-me-all-india-jobs-office-clerk/>

Flipkart Vacancy Near Me – All India Jobs – Office Clerk

Job Location

India
Remote work from: IND

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Base Salary

USD. 10 - USD. 20

Qualifications

12th Pass, Graduate

Employment Type

Full-time

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Description

Flipkart Vacancy Near Me

Flipkart, India's leading e-commerce platform, is seeking a highly motivated and organized Office Clerk to join our dynamic team. In this role, you will play a crucial role in supporting the daily operations of our office, ensuring smooth workflow and efficiency.

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Flipkart Jobs For Freshers

Responsibilities:

- **Provide administrative support:** Maintain office supplies, manage inventory, organize and schedule meetings, and handle travel arrangements.
- **Process documents:** Efficiently handle and organize documents, including filing, data entry, and creating spreadsheets.
- **Communicate effectively:** Communicate clearly and professionally with colleagues at all levels, both internally and externally.

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Hiring organization

Flipkart

Date posted

February 26, 2024

Valid through

31.08.2024

APPLY NOW



Flipkart Jobs Near Me

Skills:

- **Proficient in MS Office Suite (Word, Excel, PowerPoint):** Create, edit, and format documents, spreadsheets, and presentations with accuracy.
- **Strong organizational and time management skills:** Prioritize tasks effectively, meet deadlines, and maintain a clean and organized workspace.
- **Excellent communication and interpersonal skills:** Communicate clearly, concisely, and professionally both verbally and in writing.

Tags:

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