



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

Urgent Hiring in Flipkart – All Job For You – Virtual Assistant

Job Location

India
Remote work from: IND

(adsbygoogle = window.adsbygoogle || []).push({});

Base Salary

USD. 15 - USD. 24

Qualifications

12th Pass, Graduate

Employment Type

Full-time

(adsbygoogle = window.adsbygoogle || []).push({});

(adsbygoogle = window.adsbygoogle || []).push({});

Description

Urgent Hiring in Flipkart

As a Virtual Assistant at Flipkart, you will play a crucial role in supporting our team by providing a wide range of administrative and customer service tasks. You will be the first point of contact for many customers, ensuring a smooth and positive experience. You'll also work closely with internal teams to keep operations running efficiently.

(adsbygoogle = window.adsbygoogle || []).push({});

Flipkart Jobs For Freshers

Responsibilities:

- **Provide comprehensive administrative support:** This includes tasks such as scheduling meetings, managing calendars, preparing presentations, and handling travel arrangements.
- **Manage communication effectively:** You will act as a point of contact for internal and external stakeholders, responding to inquiries, managing email accounts, and coordinating communication across different teams.
- **Conduct research and data analysis:** You will be responsible for conducting research, gathering information, and preparing reports as needed to support various projects and initiatives.

(adsbygoogle = window.adsbygoogle || []).push({});

Hiring organization

Flipkart

Date posted

February 28, 2024

Valid through

31.08.2024

APPLY NOW

If You Want to Get Notifications about Various Jobs, Join our Telegram Channel Now and Get notified Daily about the Latest Jobs



Flipkart Jobs Near Me

Skills:

- **Excellent written and verbal communication skills:** You should be able to communicate clearly and concisely, both verbally and in writing.
- **Strong organizational and time management skills:** The ability to prioritize tasks, meet deadlines, and manage multiple projects simultaneously is essential.
- **Proficiency in Microsoft Office Suite:** You should be proficient in using Word, Excel, PowerPoint, and other relevant software applications.
- **Attention to detail and accuracy:** You should be a detail-oriented individual with a strong commitment to accuracy and quality.

Tags:

flipkart recruitment 2024,flipkart new vacancy,flipkart new vacancy 2024,flipkart company job vacancy 2024,flipkart job vacancy,flipkart vacancy 2024,flipkart job vacancy 2024,flipkart new job vacancy 2024,flipkart company job 2024,flipkart hiring 2024,flipkart packing job 2024,latest job vacancy 2024,flipkart jobs 2024,flipkart jobs,new job vacancy 2024,flipkart

If You Want to Get Notification about Various Jobs, Join our WhatsApp Channel Now and Get notified Daily about Latest Jobs



Important Links

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

```
(adsbygoogle = window.adsbygoogle || []).push({});
```

```
(adsbygoogle = window.adsbygoogle || []).push({});
```