



<https://jobable.govhelp.in/job/flipkart-careers-work-from-home-jobs-client-service-specialist-posts/>

Flipkart Careers – Work From Home Jobs – Client Service Specialist Posts

Hiring organization
Flipkart

Job Location

India

Remote work from: IN; US; AU; NZ; HK; JP; KZ; MY; SG; TW; TH; UZ; VN; AT; BY; BE; DK; FR; DE; GR; NL; RU; ES; CH; UK; GB; DZ; KW; MA; QA; SA; MX; AE; CA; GT; DO

Date posted
April 13, 2024

Valid through
31.12.2024

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

APPLY NOW

Base Salary

USD 13 - USD 24

Qualifications

Graduate, Post Graduate

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

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

Employment Type

Full-time, Work From Home

Description

Flipkart Careers

Join the E-commerce Revolution at Flipkart: Client Service Specialist

About Flipkart

Flipkart is India's leading online shopping destination, offering millions of products across fashion, electronics, furniture, homeware and more. We're a passionate team dedicated to making online shopping easy, affordable, and enjoyable for everyone in India. With a culture of innovation and a commitment to excellence, Flipkart is at the forefront of the e-commerce revolution!

Position: Client Service Specialist

Summary

Are you a superstar organizer with a knack for getting things done? Do you thrive in a fast-paced environment and enjoy working as part of a team? If so, then the Client Service Specialist role at Flipkart might be the perfect fit for you!

In this exciting role, you'll be the backbone of a specific team or department, providing crucial support and ensuring smooth operations. You'll wear many hats, from managing paperwork and schedules to assisting with projects and presentations. It's a role that requires excellent communication, problem-solving

skills, and a positive attitude.

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

Key Responsibilities:

- Be the master of organization! Maintain files, documents, and databases to keep information flowing smoothly.
- Assist your team with administrative tasks, like scheduling meetings, handling travel arrangements, and booking appointments.
- Prepare presentations and reports to clearly communicate information and data.
- Stay on top of deadlines and follow up on action items to ensure projects stay on track.
- Be a team player! Collaborate effectively with colleagues across departments.
- Provide excellent customer service, if applicable to your specific role.
- Maintain a professional and organized work environment.

Skills and Qualifications:

- Minimum of 1 year of experience in an administrative or support role (freshers will be considered for exceptional candidates)
- Strong organizational skills with a keen eye for detail
- Excellent communication and interpersonal skills
- Proficiency in MS Office Suite (Word, Excel, PowerPoint)
- Ability to prioritize tasks and manage multiple deadlines effectively
- A positive and can-do attitude
- A willingness to learn and grow

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

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



Why Join Flipkart?

- **Be a Part of Something Big:** Flipkart is a rapidly growing company at the forefront of the e-commerce industry. You'll have the opportunity to contribute to something truly innovative and make a real impact.
- **Growth and Development:** We invest in our people! You'll have access to training programs, mentorship opportunities, and the chance to develop your skills and advance your career.
- **Dynamic and Fun Work Environment:** We're a young and vibrant team that values collaboration and creativity. You'll work in a fast-paced environment where every day is an exciting challenge.

- **Competitive Benefits Package:** We offer a competitive salary and benefits package, including health insurance, paid time off, and employee discounts.

Application Process:

Ready to join the Flipkart family? Head over to our careers page (<https://www.flipkartcareers.com/>) to submit your application and CV.

Motivational Message:

This is your chance to be part of a revolution! Join Flipkart as an Client Service Specialist and play a key role in shaping the future of e-commerce in India. We offer a dynamic work environment, excellent growth opportunities, and the chance to make a real difference.

General Overview:

As an Client Service Specialist at Flipkart, you'll be the go-to person for your team or department, providing essential administrative and operational support. You'll be responsible for a wide range of tasks, ensuring everything runs smoothly and efficiently. It's a challenging yet rewarding role that requires a well-organized, detail-oriented individual with a positive attitude and a willingness to learn.

Duties and Responsibilities (may vary depending on specific team):

- Manage calendars and schedules for team members.
- Prepare travel arrangements and itineraries.
- Draft correspondence, emails, and reports.
- Maintain databases and filing systems.
- Research and gather information for presentations and projects.
- Assist with recruitment and onboarding new team members.
- Coordinate with vendors and suppliers (if applicable).
- Perform other administrative duties as assigned.

This is just a general overview, and the specific duties and responsibilities may vary depending on the team or department you're assigned to.

We encourage you to apply if you're a highly organized and motivated individual who thrives in a fast-paced environment. Join Flipkart and help us revolutionize the way India shops!

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({});
```