



<https://jobable.govhelp.in/job/flipkart-jobs-near-me-private-jobs-front-office-staff/>

## Flipkart Jobs Near Me – Private Jobs – Front Office Staff

### Job Location

India  
Remote work from: IND

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### Base Salary

USD 11 - USD 21

### Qualifications

Graduate, 12th

### Employment Type

Full-time

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### Description

## Flipkart Jobs Near Me

As a Front Office Staff member, you'll be the friendly face welcoming visitors, guests, and potential partners to our offices. You'll handle a variety of tasks with professionalism and a positive attitude, ensuring a smooth and efficient experience for everyone who walks through our doors.

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## Flipkart Jobs For Freshers

### Responsibilities:

- Greet visitors warmly and professionally, registering them and directing them to their destinations.
- Manage the front desk efficiently, handling incoming calls, emails, and inquiries with accuracy and promptness.
- Schedule appointments, maintain visitor logs, and ensure visitor access adheres to company protocols.
- Assist with administrative tasks, including filing, document maintenance, and data entry.
- Uphold a positive and professional company image, representing Flipkart's values in every interaction.

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### Hiring organization

Flipkart

### Date posted

February 12, 2024

### Valid through

31.08.2024

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### **Flipkart Careers**

#### **Skills:**

- Excellent communication and interpersonal skills, with the ability to build rapport with diverse individuals.
- Strong organizational and time management skills, prioritizing tasks and meeting deadlines efficiently.
- Proficient in MS Office Suite and basic computer applications.
- Adaptable and flexible, able to handle unexpected situations and changing priorities with a calm demeanor.
- Detail-oriented with a keen eye for accuracy and a commitment to quality service.

#### **Tags:**

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