

Flipkart Recruitment 2024 – Job Recruitment – Back Office Admin Post

Hiring organization
Flipkart

Job Location

India
Remote work from: IND

Date posted
January 8, 2024

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Valid through
31.08.2024

Base Salary

USD 10,300 - USD 19,400

APPLY NOW

Qualifications

12th/ Graduate

Employment Type

Full-time

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Description

Flipkart Recruitment 2024

As a Flipkart Back Office Admin, you'll wear multiple hats, providing crucial support to various departments. From data entry and document management to customer service and logistics assistance, you'll be the glue that keeps our e-commerce engine humming.

Flipkart Careers

Responsibilities:

- **Data Accuracy:** Maintain and update databases with accuracy and attention to detail, ensuring smooth order processing and delivery.
- **Document Master:** Process, scan, and organize physical and digital documents, maintaining proper filing and easy retrieval.
- **Customer Champion:** Assist with customer inquiries and concerns via phone, email, or chat, providing prompt and helpful resolutions.
- **Logistics Liaison:** Work with logistics teams to track shipments, resolve delivery issues, and ensure customer satisfaction.
- **Report Ready:** Generate reports and presentations for internal stakeholders, adhering to formatting guidelines and deadlines.
- **Team Player:** Collaborate effectively with colleagues across departments to achieve operational goals.

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Flipkart Jobs near me

Skills:

- Excellent communication and interpersonal skills, both written and verbal.
- Proficiency in computer applications like MS Office Suite (Word, Excel, PowerPoint).
- Strong organizational skills and meticulous attention to detail.
- Ability to work independently and as part of a team, prioritizing tasks effectively.
- Time management and problem-solving skills to navigate diverse administrative tasks.

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

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