



<https://jobable.govhelp.in/job/flipkart-recruitment-2024-jobs-for-freshers-office-manager-post/>

## Flipkart Recruitment 2024 – Jobs For Freshers – Office Manager Post

**Hiring organization**  
Flipkart

### Job Location

India  
Remote work from: IND

**Date posted**  
January 10, 2024

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**Valid through**  
31.08.2024

### Base Salary

USD 10,500 - USD 18,000

APPLY NOW

### Qualifications

12th/ Graduate

### Employment Type

Full-time

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### Description

## Flipkart Recruitment 2024

Flipkart's Office Manager Freshers Program is designed to equip you with the skills and experience needed to excel in a demanding and rewarding role. You'll receive comprehensive training on all aspects of office management, from administrative tasks to event coordination, while gaining hands-on experience in a dynamic corporate environment.

## Flipkart Careers

### Responsibilities:

- Provide efficient administrative support to various departments within Flipkart, including scheduling meetings, managing calendars, and travel arrangements.
- Handle document processing, data entry, and recordkeeping with accuracy and meticulous attention to detail.
- Organize and manage office supplies, equipment, and inventory.
- Prepare presentations and reports, ensuring clarity and professionalism.
- Coordinate internal events and meetings, ensuring smooth execution and guest satisfaction.
- Maintain a clean and organized work environment, fostering a positive and productive atmosphere.
- Serve as a point of contact for internal and external stakeholders, providing excellent customer service.

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## Flipkart Jobs near me

### Skills:

- Minimum Bachelor's degree in any discipline (fresh graduates welcome!).
- Strong organizational and time management skills to handle multiple tasks efficiently.
- Excellent communication and interpersonal skills, with the ability to build rapport with diverse individuals.
- Proficiency in computer skills, including MS Office Suite and internet navigation.
- Positive attitude, a willingness to learn, and a passion for exceeding

### Important Links

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

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