

Flipkart Recruitment 2024 – Latest Job – Data Entry Assistant Post

Hiring organization
Flipkart

Job Location

India
Remote work from: IND

Date posted
January 5, 2024

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

Valid through
31.08.2024

Base Salary

USD 10,300 - USD 18,600

APPLY NOW

Qualifications

12th/ Graduate

Employment Type

Full-time

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

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

Description

Flipkart Recruitment 2024

As a Data Entry Assistant at Flipkart, you will play a crucial role in ensuring the accuracy and completeness of our data. You will be responsible for entering various types of product and customer information into our systems, ensuring adherence to established guidelines and quality standards.

Flipkart Careers

Responsibilities:

- Enter product information such as descriptions, prices, specifications, and images into our database.
- Update existing product information as needed.
- Process customer orders, including entering shipping and billing details.
- Manage customer returns and refunds.
- Maintain accurate records and documentation of data entry activities.
- Conduct data quality checks and identify errors for correction.
- Follow established data entry protocols and procedures.
- Communicate effectively with other team members to ensure smooth data flow.

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

Flipkart Jobs near me

Skills:

- Minimum 10+2 pass (or equivalent) with good typing and computer skills.
- Excellent attention to detail and accuracy.

- Strong analytical and problem-solving skills.
- Ability to work independently and as part of a team.
- Proficiency in MS Office Suite (Word, Excel, etc.) is essential.
- Experience in data entry or similar roles is preferred.
- Good communication and interpersonal skills.

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

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

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