



<https://jobfever.govhelp.in/job/myntra-careers-2023-12th-pass-job-back-office-executive-post/>

Myntra Careers 2023 – 12th Pass Job – Back Office Executive Post

Hiring organization
Myntra

Job Location

India
Remote work from: Brazil

Date posted
May 29, 2023

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Valid through
31.12.2023

Base Salary

USD 14,000 - USD 18,000

APPLY NOW

Qualifications

12th / Graduate

Employment Type

Full-time

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Description

Myntra Recruitment 2023

We are currently seeking a dedicated and detail-oriented individual to join our team as a Back Office Executive at Myntra. As a Back Office Executive, you will play a crucial role in supporting the efficient operations of our back-office functions. This is an excellent opportunity for a motivated professional who thrives in a fast-paced environment and enjoys working as part of a dynamic team.

Myntra Jobs Near Me

Responsibilities:

- Accurately enter and maintain data in our systems, ensuring completeness, correctness, and confidentiality.
- Organize and manage electronic and hard-copy files, ensuring easy retrieval and efficient record-keeping.
- Process customer orders and ensure timely fulfillment, coordinating with various teams and vendors.
- Monitor inventory levels, track stock movements, and generate reports to ensure optimal inventory management.
- Prepare and maintain various documents, including reports, invoices, and purchase orders, using appropriate software.
- Assist in preparing sales and performance reports, and analyzing data to identify trends and opportunities for improvement.

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Myntra Careers

Requirements:

- Strong attention to detail and accuracy in data entry and record-keeping.
- Proficient in using office software, including MS Office (Word, Excel, PowerPoint) and data management systems.
- Excellent organizational and multitasking abilities, with the ability to prioritize tasks effectively.
- Strong verbal and written communication skills, with the ability to interact professionally with colleagues and external stakeholders.
- A proactive and flexible approach to work, with the ability to adapt to changing priorities.
- Ability to maintain confidentiality and handle sensitive information with discretion.

Important Links

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

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