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

Hiring organization
Myntra

Job Location

India
Remote work from: Brazil

Date posted
June 19, 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

As a Back Office Executive at Myntra, you will be responsible for providing administrative support to the company's operations. This includes tasks such as data entry, customer service, and order processing. You will also be responsible for maintaining records and files, and providing support to other departments as needed.

Myntra Jobs Near Me

Responsibilities:

- Provide administrative support to the company's operations
- Enter data into the company's systems
- Provide customer service to customers and partners
- Process orders
- Maintain records and files
- Provide support to other departments as needed

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Myntra Careers

Requirements:

- Strong organizational skills
- Excellent communication skills

- Ability to work independently and as part of a team
- Ability to meet deadlines under pressure

Proficiency in Microsoft Office Suite

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