Myntra

Myntra Recruitment 2023 – 2+ Years Exp – All India Jobs – Office Executive Post

Job Location
India
Remote work from: India

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Base Salary
USD 13,000 - USD 16,000

Qualifications
12th / Graduate

Employment Type
Full-time

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Description

Myntra Recruitment 2023

Myntra, a leading fashion and lifestyle e-commerce platform, is looking for a highly motivated and skilled Office Executive to join our team. As an Office Executive, you will be responsible for managing day-to-day office operations, coordinating with different teams, and ensuring a smooth workflow.

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Myntra Jobs Near Me

Responsibilities:

1. Manage office operations: Manage day-to-day office operations, including but not limited to managing the reception area, coordinating with the housekeeping and maintenance teams, and ensuring the office is well-maintained and organized.
2. Coordinate with different teams: Coordinate with different teams within the organization to ensure smooth workflow and efficient communication. Schedule meetings, book conference rooms, and assist in organizing events.
3. Administrative tasks: Perform a variety of administrative tasks, including managing office correspondence, answering and redirecting phone calls, and managing office inventory.

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Hiring organization
Myntra

Date posted
May 11, 2023

Valid through
31.12.2023

APPLY NOW

Requirements:

1. Excellent organizational skills: Exceptional organizational skills are a must-have for this role. The ability to prioritize tasks and manage time effectively is crucial.
2. Strong communication skills: Excellent written and verbal communication skills are essential for this role. The ability to communicate effectively with different teams and stakeholders is crucial.
3. Attention to detail: Attention to detail is critical for this role. The ability to notice and correct errors in documentation, correspondence, and office operations is important.

Important Links   **Find the Link in Apply Now Button**

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