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Myntra Recruitment 2023 – 2+ Years Exp – Jobs In Kolkata – Office Staff Posts

Hiring organization
Myntra

Job Location

Dunlop Bridge, Barrackpore Trunk Rd, Dunlop, U B Colony, Ariadaha, 700056, Kolkata, West Bengal, India

Date posted
May 11, 2023

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Valid through
31.12.2023

Base Salary

USD 15,000 - USD 18,000

APPLY NOW

Qualifications

12th / Graduate

Employment Type

Full-time

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Description

Myntra Recruitment 2023

As an Office Staff at Myntra, you will be responsible for ensuring smooth operations of the office and providing administrative support to various departments. You will play a key role in maintaining a positive work environment and providing excellent customer service to employees and visitors.

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Myntra Jobs Near Me

Responsibilities:

- Greet and assist visitors and employees, answering inquiries and directing them to the appropriate person or department
- Organize and maintain files and records, both physical and electronic
- Coordinate and schedule meetings, appointments, and travel arrangements for executives and other staff members

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Myntra Careers

Requirements:

- Excellent communication and interpersonal skills, with the ability to interact with people from diverse backgrounds and levels of authority

- Strong organizational and time management skills, with the ability to handle multiple tasks simultaneously
- Proficient in using Microsoft Office applications, particularly Word, Excel, and PowerPoint

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