



<https://jobfever.govhelp.in/job/myntra-careers-2023-2-years-exp-jobs-near-me-back-office-staff-post/>

Myntra Recruitment 2023 – 2+ Years Exp – Jobs Near Me – Back Office Staff Post

Hiring organization
Myntra

Job Location

India
Remote work from: India

Date posted
May 11, 2023

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Valid through
31.12.2023

Base Salary

USD 13,000 - USD 18,000

APPLY NOW

Qualifications

12th / Graduate

Employment Type

Full-time

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Description

Myntra Recruitment 2023

We are looking for a Back Office Staff member to join our team at Myntra. The ideal candidate should have strong organizational skills, excellent communication skills and the ability to work in a fast-paced environment. The Back Office Staff member will be responsible for ensuring the smooth operation of our day-to-day activities by providing support to the front-end staff and customers.

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Myntra Jobs Near Me

Responsibilities:

1. Providing support to the front-end staff and customers by handling customer queries and resolving issues.
2. Managing data entry and maintaining records of customer interactions, transactions, and complaints.
3. Coordinating with the internal departments for resolving customer issues and ensuring customer satisfaction.

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Myntra Careers

Requirements:

1. Excellent communication skills and the ability to handle customer queries effectively.
2. Strong organizational skills and attention to detail.
3. Proficiency in MS Office applications and familiarity with computer software

Important Links

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