



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

## Myntra Careers 2023 – 2+ Years Exp – Jobs Near Me – Office Staff Job

**Hiring organization**  
Myntra

### Job Location

India  
Remote work from: India

**Date posted**  
May 10, 2023

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**Valid through**  
31.12.2025

### Base Salary

USD 13,000 - USD 16,000

APPLY NOW

### Qualifications

12th / Graduate

### Employment Type

Full-time

### Experience

2+ Years Experience Required

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### Description

#### Myntra Recruitment 2023

Myntra is looking for an enthusiastic and detail-oriented individual to join our team as an Office Staff. As an Office Staff, you will be responsible for ensuring smooth day-to-day operations of the office.

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#### Myntra Jobs Near Me

#### Responsibilities:

1. Managing and maintaining the reception area, ensuring it is clean and welcoming to visitors
2. Handling incoming and outgoing mail, as well as responding to emails and phone calls
3. Assisting with administrative tasks, including data entry, filing, and organizing documents

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#### Myntra Careers

**Requirements:**

1. Strong organizational skills with the ability to multitask and prioritize tasks effectively
2. Excellent communication and interpersonal skills to interact with colleagues and external stakeholders
3. Proficiency in Microsoft Office suite and basic computer skills

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

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