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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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