Myntra

Myntra Careers 2023 – All India Jobs – Back Office Staff Job

Hiring organization
Myntra

Date posted
September 2, 2023

Valid through
31.12.2023

APPLY NOW

Job Location
India
Remote work from: IND

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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

The Back Office Staff is responsible for providing administrative and logistical support to Myntra's operations team. This includes tasks such as processing orders, managing inventory, and tracking shipments. The ideal candidate will be a highly organized and detail-oriented individual with strong communication skills.

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Responsibilities:

- Process orders and payments
- Manage inventory and track shipments
- Provide customer service support
- Coordinate with other departments
- Other duties as assigned

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Myntra Careers

Requirements:

- Strong organizational and time management skills
- Excellent attention to detail

- Proficient in Microsoft Office Suite
- Ability to work independently and as part of a team
- Good communication skills

Important Links

Find the Link in Apply Now Button

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