



<https://jobfever.govhelp.in/job/myntra-careers-2023-all-india-jobs-office-executive-jobs/>

Myntra Careers 2023 – All India Jobs – Office Executive Jobs

Hiring organization
Myntra

Job Location

India
Remote work from: IND

Date posted
September 9, 2023

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Valid through
31.12.2023

Base Salary

USD 13,000 - USD 16,000

APPLY NOW

Qualifications

12th / Graduate

Employment Type

Full-time

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Description

Myntra Recruitment 2023

Myntra is looking for a highly motivated and organized Office Executive to join our team. The ideal candidate will have excellent organizational skills, attention to detail, and the ability to work independently and as part of a team.

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Myntra Jobs Near Me

Responsibilities:

- Filing and organizing documents in a systematic and efficient manner.
- Preparing and maintaining reports accurately and timely.
- Answering phones and responding to emails in a professional and timely manner.
- Providing customer service to employees and vendors in a friendly and helpful manner.
- Ordering office supplies as needed.
- Maintaining the office environment by keeping it clean and organized.

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Myntra Careers

Requirements:

- Excellent organizational skills.
- Attention to detail.
- Ability to work independently and as part of a team.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- Strong communication and interpersonal skills.

Important Links

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

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