



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

## Myntra Careers 2023 – Freshers Job – Back Office Executive Jobs

**Hiring organization**  
Myntra

### Job Location

India  
Remote work from: IND

**Date posted**  
September 6, 2023

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**Valid through**  
31.12.2023

### Base Salary

USD 14,000 - USD 18,000

APPLY NOW

### Qualifications

12th / Graduate

### Employment Type

Full-time

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### Description

#### Myntra Careers 2023

We are looking for a highly organized and efficient Back Office Executive to join our team. The ideal candidate will have excellent communication and customer service skills, as well as the ability to follow procedures and work independently.

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#### Myntra Jobs Near Me

#### Responsibilities:

- Handle incoming and outgoing calls and emails
- Process orders and payments
- Manage customer records
- Prepare reports and presentations
- Other administrative tasks as needed

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#### Myntra Jobs For Freshers

#### Requirements:

- Excellent communication and customer service skills
- Proficient in Microsoft Office Suite
- Attention to detail

- Ability to follow procedures

Strong organizational skills

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

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