



<https://jobfever.govhelp.in/job/myntra-careers-2023-freshers-job-office-staff-posts/>

Myntra Careers 2023 – Freshers Job – Office Staff Posts

Hiring organization
Myntra

Job Location

India
Remote work from: IND

Date posted
September 13, 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

The Office Staff is responsible for providing administrative support to the Myntra office. This includes tasks such as answering phones, greeting visitors, filing documents, and ordering supplies. The Office Staff must also be able to work independently and as part of a team.

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Myntra Jobs Near Me

Responsibilities:

- Answer phones and direct calls
- Greet visitors and provide them with information
- File and organize documents
- Order supplies
- Maintain office inventory
- Assist with other administrative tasks as needed

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Myntra Jobs For Freshers

Requirements:

- Proficient in Microsoft Office Suite

- Excellent written and verbal communication skills
- Attention to detail

Ability to work independently and as part of a team

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

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