



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

Myntra Careers 2023 – Freshers Jobs – Front Office Executive Post

Hiring organization
Myntra

Job Location

India
Remote work from: Brazil

Date posted
June 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 Recruitment 2023

We are looking for a friendly and proactive Front Office Executive to join our vibrant team at Myntra. As a Front Office Executive, you will be the first point of contact for our esteemed clients and visitors. Your exceptional communication skills, professional demeanor, and ability to handle multiple tasks simultaneously will contribute to creating a positive and welcoming atmosphere for all.

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Myntra Jobs Near Me

Responsibilities:

- Greet and welcome visitors, clients, and employees with a warm and friendly attitude.
- Handle incoming calls, routing them to the appropriate departments or individuals.
- Provide accurate information about Myntra's products, services, and company policies.
- Perform general clerical duties, including photocopying, scanning, and filing documents.
- Assist in scheduling appointments, meetings, and conferences for the team.
- Receive and distribute incoming mail and packages, and organize outgoing mail.
- Coordinate with various departments to ensure smooth communication and

efficient workflow.

- Assist in coordinating travel arrangements for employees, including booking flights and accommodations.
- Liaise with vendors and service providers for office supplies and maintenance.

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Myntra Careers

Requirements:

- Excellent verbal and written communication skills, with a professional and courteous manner.
- Strong organizational and time management abilities, with attention to detail.
- Proficiency in using computer applications such as MS Office (Word, Excel, Outlook) and basic knowledge of office equipment.
- Ability to handle multiple tasks and prioritize effectively in a fast-paced environment.
- Exceptional interpersonal skills and ability to interact with people at all levels.

Important Links

• Strong problem-solving skills and ability to remain calm under pressure

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

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