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Myntra Careers 2023 – Freshers Jobs – Office Executive Post

Hiring organization
Myntra

Job Location

India
Remote work from: Brazil

Date posted
June 14, 2023

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Valid through
31.12.2023

Base Salary

USD 14,000 - USD 18,000

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Qualifications

12th / Graduate

Employment Type

Full-time

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Description

Myntra Recruitment 2023

We are seeking a dedicated and proactive Office Executive to join our team at Myntra. As an Office Executive, you will play a key role in maintaining a smooth and efficient office environment. Your strong organizational skills, attention to detail, and ability to multitask will contribute to the overall success of our organization.

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Myntra Jobs Near Me

Responsibilities:

- Maintain office operations by organizing and coordinating administrative duties and tasks.
- Ensure the office is clean, well-stocked, and equipped with necessary supplies.
- Manage incoming and outgoing communications, including emails, letters, and packages.
- Handle phone calls and direct inquiries to the appropriate individuals or departments.
- Schedule and coordinate meetings, appointments, and travel arrangements for executives.
- Prepare and distribute internal communications, memos, and announcements.

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Myntra Careers

Requirements:

- Excellent organizational and time management skills, with the ability to prioritize tasks effectively.
- Strong attention to detail and accuracy in all work performed.
- Excellent written and verbal communication skills, with the ability to communicate professionally at all levels.
- Proficiency in using MS Office applications (Word, Excel, PowerPoint, Outlook) and other relevant software.
- Ability to handle multiple tasks and deadlines in a fast-paced environment.
- Discretion in handling confidential and sensitive information.

Important Links

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

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