



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

## Myntra Careers 2023 – Freshers Jobs – Office Executive Posts

**Hiring organization**  
Myntra

### Job Location

India  
Remote work from: Brazil

**Date posted**  
June 21, 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

The Office Executive provides administrative support to the Myntra team. This includes a variety of tasks, such as answering phones, greeting visitors, processing mail, filing documents, and preparing reports. The ideal candidate will be organized, detail-oriented, and have excellent customer service skills.

#### Myntra Jobs Near Me

#### Responsibilities:

- Answer phones and direct calls to the appropriate person or department
- Greet visitors and provide them with directions or assistance
- Process incoming and outgoing mail
- File documents in a logical and organized manner
- Prepare reports and presentations
- Assist with other administrative tasks as needed

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#### Myntra Careers

#### Requirements:

- Proficient in Microsoft Office Suite
- Excellent written and verbal communication skills
- Strong organizational skills

- Ability to work independently and as part of a team

Attention to detail

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

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