



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

Myntra Careers 2023 – Freshers Jobs – Office Staff Posts

Hiring organization
Myntra

Job Location

India
Remote work from: IND

Date posted
June 30, 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 Myntra's office operations.

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Myntra Jobs Near Me

Responsibilities:

- Answer phones and respond to emails.
- Schedule appointments and manage calendars.
- File and organize paperwork.
- Order office supplies.
- Provide general administrative support to employees.
- Other duties as assigned.

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Myntra Jobs For Freshers

Requirements:

- Excellent communication skills.
- Proficient in Microsoft Office Suite.
- Ability to work independently and as part of a team.

Attention to detail and accuracy

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

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