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## Myntra Careers 2023 – Job For Freshers – Office Executive Job

**Hiring organization**  
Myntra

### Job Location

India  
Remote work from: IND

**Date posted**  
September 8, 2023

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**Valid through**  
31.12.2023

### Base Salary

USD 13,000 - USD 16,000

APPLY NOW

### Qualifications

12th / Graduate

### Employment Type

Full-time

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### Description

#### Myntra Recruitment 2023

Myntra is looking for a highly motivated and organized Office Executive to join our team. The ideal candidate will have excellent organizational skills, attention to detail, and the ability to work independently and as part of a team.

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#### Myntra Jobs Near Me

#### Responsibilities:

- Filing and organizing documents in a systematic and efficient manner.
- Preparing and maintaining reports accurately and timely.
- Answering phones and responding to emails in a professional and timely manner.
- Providing customer service to employees and vendors in a friendly and helpful manner.
- Ordering office supplies as needed.
- Maintaining the office environment by keeping it clean and organized.

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#### Myntra Careers

#### Requirements:

- Excellent organizational skills.
- Attention to detail.
- Ability to work independently and as part of a team.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- Strong communication and interpersonal skills.

### Important Links

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

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