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Myntra Careers 2023 – Job For Freshers – Office Staff Posts

Hiring organization
Myntra

Job Location

India
Remote work from: IND

Date posted
August 19, 2023

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Valid through
31.12.2023

Base Salary

USD 13,000 - USD 16,000

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Qualifications

12th / Graduate

Employment Type

Full-time

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Description

Myntra Recruitment 2023

The Office Staff is responsible for providing administrative support to the Myntra office. They perform a variety of tasks, such as answering phones, greeting visitors, filing documents, and ordering supplies. The ideal candidate will be a reliable and organized individual with strong communication and customer service skills.

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Myntra Jobs Near Me

Responsibilities:

- Answer phones and respond to emails and inquiries in a professional and timely manner.
- Greet visitors and direct them to the appropriate person or department.
- File and organize documents.
- Order office supplies.
- Other administrative tasks as assigned.

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Myntra Careers

Requirements:

- Strong communication and customer service skills

- Proficient in Microsoft Office Suite (Excel, Word, PowerPoint)
- Ability to work independently and as part of a team
- Attention to detail
- Reliability

Important Links

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

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