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Myntra Careers 2023 – Jobs For Freshers – Back Office Assistant Posts

Hiring organization
Myntra

Job Location

India
Remote work from: IND

Date posted
August 9, 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 Back Office Assistant is responsible for providing administrative support to Myntra's back office operations. This includes tasks such as processing orders, managing inventory, and generating reports. The ideal candidate will be a highly organized and detail-oriented individual with strong customer service skills.

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Myntra Jobs Near Me

Responsibilities:

- Process orders, including entering order information, tracking shipments, and resolving customer issues
- Manage inventory, including receiving stock, storing inventory, and picking and packing orders
- Generate reports on sales, inventory, and customer activity
- Provide customer service to customers, including answering questions about orders, returns, and refunds
- Other duties as assigned

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Myntra Careers

Requirements:

- Strong organizational and time management skills
- Excellent attention to detail
- Proficient in Microsoft Office Suite
- Customer service skills
- Data entry skills

Important Links

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

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