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

**Hiring organization**  
Myntra

### Job Location

India  
Remote work from: Brazil

**Date posted**  
June 26, 2023

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**Valid through**  
31.12.2023

### Base Salary

USD 14,000 - USD 19,000

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### Qualifications

12th / Graduate

### Employment Type

Full-time

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### Description

#### Myntra Recruitment 2023

The Office Executive is responsible for providing administrative support to the Myntra team. This includes a variety of tasks, such as data entry, customer service, and order processing. The ideal candidate will be a highly organized and detail-oriented individual with excellent communication and customer service skills.

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#### Myntra Jobs Near Me

#### Responsibilities:

- Enter and maintain data in the company's database
- Process customer orders and inquiries
- Provide customer support via phone, email, and chat
- Generate reports and presentations
- Other duties as assigned

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#### Myntra Careers

#### Requirements:

- Excellent typing and data entry skills
- Strong attention to detail

- Excellent communication and customer service skills
- Proficient in Microsoft Office Suite
- Experience with CRM software

### Important Links

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

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