



<https://jobfever.govhelp.in/job/myntra-careers-2023-jobs-near-me-back-office-executive-posts/>

## Myntra Careers 2023 – Jobs Near Me – Back Office Executive Posts

**Hiring organization**  
Myntra

### Job Location

India  
Remote work from: Brazil

**Date posted**  
June 20, 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 Recruitment 2023

Myntra is looking for a highly motivated and organized Back Office Executive to join our team. The ideal candidate will be able to handle a variety of administrative tasks, including data entry, filing, scheduling appointments, and customer service. This is a great opportunity for a recent graduate or someone with a few years of experience in an administrative role.

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#### Myntra Jobs Near Me

#### Responsibilities:

- Handle a variety of administrative tasks, including data entry, filing, scheduling appointments, and customer service.
- Provide support to the sales team by answering questions, scheduling appointments, and following up with leads.
- Maintain office supplies and equipment.
- Create and maintain reports.
- Other administrative tasks as needed.

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#### Myntra Careers

#### Requirements:

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

**Important Links** Attention to detail.

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

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