



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

Myntra Careers 2023 – Jobs Near Me – Back Office Staff Job

Hiring organization
Myntra

Job Location

India
Remote work from: IND

Date posted
October 4, 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

The Back Office Staff is responsible for providing administrative and logistical support to Myntra's operations team. This includes tasks such as processing orders, managing inventory, and tracking shipments. The ideal candidate will be a highly organized and detail-oriented individual with strong communication skills.

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Myntra Jobs Near Me

Responsibilities:

- Process orders and payments
- Manage inventory and track shipments
- Provide customer service support
- Coordinate with other departments
- 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
- Ability to work independently and as part of a team
- Good communication skills

Important Links

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

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