



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

Myntra Careers 2023 – Jobs Near Me – Office Staff Posts

Job Location

India
Remote work from: IND

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Base Salary

USD 14,000 - USD 18,000

Qualifications

12th / Graduate

Employment Type

Full-time

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Description

Myntra Careers 2023

The Office Staff is responsible for providing administrative support to the Myntra office. This includes tasks such as answering phones, greeting visitors, filing documents, and ordering supplies. The Office Staff must also be able to work independently and as part of a team.

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Myntra Jobs Near Me

Responsibilities:

- Answer phones and direct calls
- Greet visitors and provide them with information
- File and organize documents
- Order supplies
- Maintain office inventory
- Assist with other administrative tasks as needed

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Myntra Jobs For Freshers

Requirements:

- Proficient in Microsoft Office Suite

Hiring organization

Myntra

Date posted

September 30, 2023

Valid through

31.12.2023

APPLY NOW

- Excellent written and verbal communication skills
- Attention to detail

Ability to work independently and as part of a team

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

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