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Myntra Careers 2023 - Myntra Jobs - Office Executive Post

Hiring organization
Myntra

Job Location

India
Remote work from: IND

Date posted
August 19, 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

We are looking for a highly motivated and organized Office Executive to join our team. The ideal candidate will have experience in a variety of administrative tasks, including data entry, filing, and report preparation. They will also be proficient in Microsoft Office Suite and have excellent communication skills.

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Myntra Jobs Near Me

Responsibilities:

- Enter data into a variety of systems
- Verify data for accuracy
- Resolve data entry errors
- Maintain data integrity
- Assist with other administrative tasks as needed
- Greet and assist customers in the office
- Answer phone calls and direct calls to the appropriate person
- Distribute mail and packages
- Maintain office supplies and equipment

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Myntra Careers

Requirements:

- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Excellent attention to detail and accuracy
- Strong communication skills, both verbal and written
- Ability to work independently and as part of a team
- Ability to meet deadlines

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

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