



<https://jobfever.govhelp.in/job/myntra-jobs-2023-jobs-for-freshers-office-executive-jobs/>

Myntra Jobs 2023 – Jobs For Freshers – Office Executive Jobs

Hiring organization
Myntra

Job Location

India
Remote work from: IND

Date posted
September 23, 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

Myntra is looking for Office Executives to join our team and provide administrative support to our various departments. In this role, you will be responsible for a variety of tasks, including data entry, document processing, scheduling appointments, and managing office supplies. You will also be responsible for providing customer service to our internal customers.

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Myntra Jobs Near Me

Responsibilities:

- Provide administrative support to various departments, including data entry, document processing, scheduling appointments, and managing office supplies
- Provide customer service to internal customers
- Maintain and organize office files and records
- Prepare reports and presentations
- Assist with other administrative tasks as needed

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Myntra Careers

Requirements:

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

Important Links

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

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