Myntra

Myntra Recruitment 2023 – 2+ Years Exp – Jobs Near Me – Back Office Executive Posts

Job Location
India
Remote work from: Brazil

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Base Salary
USD 13,000 - USD 16,000

Qualifications
12th / Graduate

Employment Type
Full-time

Experience
2+ Years Experience Required

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Description

Myntra Recruitment 2023

Myntra, a leading e-commerce platform, is seeking a talented individual to join our team as a Back Office Executive. As a Back Office Executive, you will be responsible for ensuring smooth and efficient operations of the back-end processes that support our customer-centric business. This role requires strong organizational skills, attention to detail, and the ability to work in a fast-paced environment.

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Myntra Jobs Near Me

Responsibilities:

1. Data Management: Accurately enter and update data related to customer orders, inventory, and other business transactions in the system. Ensure data integrity and consistency by conducting regular audits and reconciliations.
2. Documentation and Reporting: Prepare and maintain various reports, documents, and records related to back-office operations. Generate insights and analytics to support decision-making and process improvements. Assist in analyzing data trends and identifying areas for operational enhancement.
3. Coordination and Support: Collaborate with cross-functional teams,

Hiring organization
Myntra

Date posted
May 27, 2023

Valid through
31.12.2023

APPLY NOW

including customer service, logistics, and finance, to ensure smooth order processing and timely resolution of customer queries. Provide administrative support by managing emails, handling customer requests, and assisting with day-to-day operational tasks.

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Myntra Careers

Requirements:

1. Strong Attention to Detail: Excellent organizational skills and a keen eye for detail to ensure accurate data entry and documentation.
2. Communication and Collaboration: Good written and verbal communication skills to effectively coordinate with team members and stakeholders. Ability to work in a collaborative environment and contribute to a positive team culture.

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

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