



<https://jobfever.govhelp.in/job/myntra-recruitment-2023-2-years-exp-jobs-near-me-office-associate-posts/>

## Myntra Recruitment 2023 – 2+ Years Exp – Jobs Near Me – Office Associate Posts

**Hiring organization**  
Myntra

### Job Location

India  
Remote work from: Brazil

**Date posted**  
May 25, 2023

(adsbygoogle = window.adsbygoogle || []).push({});

**Valid through**  
31.12.2023

### Base Salary

USD 13,000 - USD 16,000

APPLY NOW

### Qualifications

12th / Graduate

### Employment Type

Full-time

### Experience

2+ Years Experience Required

(adsbygoogle = window.adsbygoogle || []).push({});  
(adsbygoogle = window.adsbygoogle || []).push({});

### Description

#### Myntra Recruitment 2023

Myntra is looking for a highly organized and detail-oriented individual to join our team as an Office Associate. As an Office Associate, you will play a vital role in ensuring the smooth and efficient operation of our office environment. You will be responsible for performing administrative tasks, coordinating office activities, and providing support to various departments.

(adsbygoogle = window.adsbygoogle || []).push({});

#### Myntra Jobs Near Me

#### Responsibilities:

- Perform general office duties such as managing phone calls, emails, and correspondence, and maintaining office supplies and equipment.
- Schedule and coordinate meetings, appointments, and travel arrangements for team members.
- Coordinate with vendors and service providers for office maintenance, repairs, and facility management.
- Assist in onboarding new employees by providing them with necessary resources and ensuring a smooth integration into the office environment.
- Support the coordination of office events, meetings, and celebrations.

(adsbygoogle = window.adsbygoogle || []).push({});

#### **Myntra Careers**

#### **Requirements:**

- Excellent organizational and time management skills, with the ability to prioritize tasks and meet deadlines.
- Strong attention to detail and accuracy in completing administrative tasks.
- Proficient in using computer applications, including MS Office suite (Word, Excel, PowerPoint), email clients, and other office software.
- Effective verbal and written communication skills.
- Ability to maintain confidentiality and handle sensitive information with discretion.
- Strong problem-solving abilities and a proactive approach to resolving challenges.

#### **Important Links**

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

(adsbygoogle = window.adsbygoogle || []).push({});

(adsbygoogle = window.adsbygoogle || []).push({});