Myntra

Myntra Recruitment 2023 – All India Job – Back Office Staff Jobs

Job Location
India
Remote work from: IND

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

Base Salary
USD 14,000 - USD 18,000

Qualifications
12th / Graduate

Employment Type
Full-time

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

Hiring organization
Myntra

Date posted
October 6, 2023

Valid through
31.12.2023

APPLY NOW

Description

Myntra Careers 2023

Myntra is looking for a Back Office Staff to join our team. The Back Office Staff will be responsible for providing administrative support to our various departments. This may include tasks such as data entry, scheduling appointments, managing files, and preparing presentations. The ideal candidate will be organized, detail-oriented, and have excellent communication skills.

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

Myntra Jobs Near Me

Responsibilities:

- Provide administrative support to various departments
- Perform data entry tasks
- Schedule appointments and meetings
- Manage files and records
- Prepare presentations and reports
- Assist with other administrative tasks as needed

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

Myntra Jobs For Freshers

Requirements:

- Excellent communication and interpersonal skills
- Ability to work independently and as part of a team
- Strong attention to detail
- Proficiency in using computers and office software
- Ability to multitask and manage time effectively

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

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

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