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Myntra Recruitment 2023 – Fast Job – Office Staff Jobs

Hiring organization
Myntra

Job Location

India
Remote work from: IND

Date posted
September 28, 2023

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Valid through
31.12.2023

Base Salary

USD 14,000 - USD 18,000

APPLY NOW

Qualifications

12th / Graduate

Employment Type

Full-time

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Description

Myntra Careers 2023

Myntra is looking for a motivated and organized Office Staff to join our team. The ideal candidate will be able to perform a variety of administrative and clerical tasks to support the smooth running of our office. This is a great opportunity for a recent graduate to gain valuable experience in a fast-paced and dynamic environment.

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Myntra Jobs Near Me

Responsibilities:

- Manage and track incoming and outgoing correspondence
- Process and generate reports on office operations
- Coordinate with other departments to ensure timely and accurate completion of tasks
- Assist with special projects and initiatives
- Other duties as assigned

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Myntra Jobs For Freshers

Requirements:

- Excellent communication and interpersonal skills

- Ability to work independently and as part of a team
- Strong organizational and time management skills
- Attention to detail and accuracy

Proficiency in Microsoft Office Suite

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

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