# Myntra Recruitment 2023 – Job Alerts – Back Office Executive Jobs

**Job Location**
India
Remote work from: IND

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**Base Salary**
USD 13,000 - USD 16,000

**Qualifications**
12th / Graduate

**Employment Type**
Full-time

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**Hiring organization**
Myntra

**Date posted**
September 27, 2023

**Valid through**
31.12.2023

APPLY NOW

**Description**

## Myntra Recruitment 2023

Myntra is looking for a highly organized and detail-oriented Back Office Executive to join our team! As a Back Office Executive, you will be responsible for supporting the front office team with a variety of tasks, such as processing orders, managing inventory, and providing customer support. You will also be responsible for maintaining and updating back office records and systems.

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**Myntra Jobs Near Me**

**Responsibilities:**

- Process customer orders
- Manage inventory levels
- Provide customer support via phone, email, and chat
- Maintain and update back office records and systems
- Generate reports and presentations
- Perform other administrative tasks as needed

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**Myntra Careers**

**Requirements:**

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

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

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