



<https://jobfever.govhelp.in/job/myntra-recruitment-2023-job-near-me-office-staff-jobs/>

Myntra Recruitment 2023 – Job Near Me – Office Staff Jobs

Hiring organization
Myntra

Job Location

India
Remote work from: IND

Date posted
September 30, 2023

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Valid through
31.12.2023

Base Salary

USD 13,000 - USD 16,000

APPLY NOW

Qualifications

12th / Graduate

Employment Type

Full-time

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Description

Myntra Recruitment 2023

As an Office Staff at Myntra, you will be responsible for providing administrative support to the office team. You will work with a team of professionals to ensure that the office runs smoothly and efficiently.

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Myntra Jobs Near Me

Responsibilities:

- Answer phones and respond to emails
- Compile and maintain records
- Process paperwork
- Coordinate with vendors and suppliers
- Assist with other administrative tasks as assigned

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Myntra Careers

Requirements:

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

- Proficient in Microsoft Office Suite

Important Links

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

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