



<https://jobfever.govhelp.in/job/myntra-recruitment-2023-jobs-for-freshers-back-office-executive-post/>

## Myntra Recruitment 2023 – Jobs For Freshers – Back Office Executive Post

**Hiring organization**  
Myntra

### Job Location

India  
Remote work from: IND

**Date posted**  
July 10, 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

We are looking for a Back Office Executive to join our team. The ideal candidate will be a highly organized and detail-oriented individual with excellent communication skills. The Back Office Executive will be responsible for a variety of administrative tasks, including data entry, processing orders, and customer service.

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#### Myntra Jobs Near Me

#### Responsibilities:

- Enter data into the company's database
- Process orders and payments
- Provide customer service to customers via phone, email, and chat
- Resolve customer issues in a timely and efficient manner
- Maintain accurate records of customer interactions
- Other administrative tasks as assigned

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#### Myntra Careers

#### Requirements:

- Excellent written and verbal communication skills

- Proficient in Microsoft Office Suite
- Ability to work independently and as part of a team
- Ability to meet deadlines
- Attention to detail

### Important Links

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

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