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Myntra Recruitment 2023 – Jobs For Freshers – Office Executive Job

Hiring organization
Myntra

Job Location

India
Remote work from: IND

Date posted
September 11, 2023

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Valid through
31.12.2023

Base Salary

USD 13,000 - USD 16,000

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Qualifications

12th / Graduate

Employment Type

Full-time

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Description

Myntra Recruitment 2023

The Office Executive is responsible for providing administrative support to the Myntra office. This includes tasks such as filing, data entry, and answering customer inquiries. The Office Executive must be a highly organized and detail-oriented individual with excellent communication skills.

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Myntra Jobs Near Me

Responsibilities:

- File and organize paperwork
- Enter data into computer systems
- Answer customer inquiries
- Provide administrative support to the Myntra office
- Other duties as assigned

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Myntra Careers

Requirements:

- Excellent organizational and detail-oriented skills
- Strong communication skills, both verbal and written

- Ability to work independently and as part of a team
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Experience with customer service software

Important Links

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