



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

Myntra Recruitment 2023 – Jobs Near Me – Back Office Assistant 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 15,000 - USD 20,000

APPLY NOW

Qualifications

12th / Graduate

Employment Type

Full-time

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Description

Myntra Recruitment 2023

Myntra is India's leading fashion e-commerce company, and we are looking for talented and motivated Back Office Assistants to join our team.

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Myntra Jobs Near Me

Responsibilities:

- Process orders and invoices accurately and efficiently.
- Manage customer records and resolve any customer issues.
- Generate reports and analyze data to identify trends and opportunities.
- Assist with other back office duties as needed.

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Myntra Careers

Requirements:

- Excellent organizational and analytical skills.
- Ability to work independently and as part of a team.
- Experience with Microsoft Office Suite (Excel, Word, and Outlook) is a plus.

Important Links

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

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