



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

Myntra Recruitment 2023 – Jobs Near Me – Back Office Assistant Post

Hiring organization
Myntra

Job Location

India
Remote work from: IND

Date posted
June 23, 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

The Back Office Assistant is responsible for providing administrative support to the Myntra team. This includes tasks such as data entry, customer service, and inventory management. The ideal candidate will have strong organizational and attention to detail skills, as well as the ability to work independently and as part of a team.

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Myntra Jobs Near Me

Responsibilities:

- Enter data into Myntra's systems.
- Respond to customer inquiries via phone, email, and chat.
- Process orders and payments.
- Manage inventory levels.
- Other administrative tasks as assigned.

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Myntra Careers

Requirements:

- Strong organizational and attention to detail skills.

- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint).
- Excellent customer service skills.
- Ability to work independently and as part of a team.

Important Links

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

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