



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

## Myntra Recruitment 2023 – Jobs Near Me – Back Office Associate Post

**Hiring organization**  
Myntra

### Job Location

India  
Remote work from: Brazil

**Date posted**  
June 19, 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 seeking a detail-oriented and efficient Back Office Associate to join our team at Myntra. As a Back Office Associate, you will play a crucial role in ensuring the smooth functioning of our administrative operations. Your strong organizational skills, attention to detail, and ability to handle multiple tasks will contribute to the overall efficiency and effectiveness of our back-office functions.

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#### Myntra Jobs Near Me

#### Responsibilities:

1. Data Management: Enter and maintain accurate data in relevant systems or databases. Update and validate existing records, ensuring data integrity and accuracy. Perform data analysis and generate reports as required.
2. Order Processing and Coordination: Process customer orders, ensuring timely and accurate fulfillment. Collaborate with internal teams, such as warehouse and logistics, to coordinate order dispatch and delivery. Resolve any order-related issues or discrepancies in a timely manner.
3. Documentation and Record Keeping: Maintain organized and up-to-date records and files. Ensure compliance with company policies and procedures in document management. Assist in preparing and maintaining reports, presentations, and other relevant documents.

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#### **Myntra Careers**

#### **Requirements:**

1. Strong organizational skills: The ability to manage and prioritize tasks, maintain attention to detail, and meet deadlines is essential. Proficiency in handling administrative tasks and maintaining accurate records.
2. Attention to detail: The ability to work with precision and accuracy in data entry and documentation. Strong attention to detail to identify errors and inconsistencies.
3. Proficient computer skills: Familiarity with MS Office Suite (Word, Excel, PowerPoint) and other relevant software or tools. Experience in data entry and analysis is advantageous.

#### **Important Links**

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

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