



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

## Myntra Recruitment 2023 – Jobs Near Me – Back Office Executive Posts

**Hiring organization**  
Myntra

### Job Location

India  
Remote work from: Brazil

**Date posted**  
June 6, 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

Myntra is looking for a proactive and detail-oriented individual to join our team as a Back Office Executive. As a Back Office Executive, you will play a vital role in supporting our operations by ensuring the smooth and efficient functioning of various administrative tasks. This position requires excellent organizational skills, attention to detail, and the ability to multitask effectively.

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#### Myntra Jobs Near Me

#### Responsibilities:

1. **Data Management:** Accurately enter and maintain data in the company's databases and systems. Ensure data integrity by performing regular checks, identifying errors, and rectifying them promptly. Generate reports and assist in data analysis as required.
2. **Order Processing:** Process customer orders and coordinate with internal teams to ensure timely and accurate order fulfillment. Monitor order status, resolve any issues that arise, and provide updates to customers regarding their orders.
3. **Documentation and Record Keeping:** Maintain organized and up-to-date records of various documents, including invoices, purchase orders, and contracts. Retrieve and archive documents as needed. Assist in preparing reports and presentations by compiling data and information.

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#### **Myntra Careers**

#### **Requirements:**

1. **Attention to Detail:** Strong attention to detail is essential for accurately managing data, processing orders, and maintaining records. You should have the ability to spot errors or inconsistencies and take appropriate action to rectify them.
2. **Organizational Skills:** Excellent organizational skills to prioritize tasks, manage time effectively, and meet deadlines. The ability to multitask and work in a fast-paced environment with a high level of accuracy is crucial.
3. **Communication:** Good written and verbal communication skills to effectively interact with internal teams, external stakeholders, and customers. You should be able to convey information clearly and professionally.

#### **Important Links**

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

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