



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

Myntra Recruitment 2023 – Jobs Near Me – Back Office Staff Posts

Hiring organization
Myntra

Job Location

India
Remote work from: Brazil

Date posted
June 1, 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 seeking enthusiastic individuals to join our team as Back Office Staff. As a Back Office Staff member, you will play a crucial role in supporting the smooth functioning of our operations behind the scenes. You will handle various administrative tasks, ensuring efficient workflow and contributing to the overall success of our organization. We are seeking individuals who are detail-oriented, organized and have a strong passion for delivering exceptional service.

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Myntra Jobs Near Me

Responsibilities:

- Assist in managing and organizing documentation, files, and records.
- Handle data entry tasks, ensuring accuracy and completeness.
- Respond to customer queries and requests promptly and professionally.
- Assist in resolving customer issues and concerns, ensuring customer satisfaction.
- Monitor inventory levels and coordinate with the warehouse team for stock replenishment.
- Collaborate with logistics partners to ensure timely delivery of orders.

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Myntra Careers

Requirements:

- Strong attention to detail and ability to handle administrative tasks with accuracy.
- Excellent organizational and time management skills to prioritize tasks effectively.
- Proficient computer skills, including knowledge of MS Office applications.
- Good written and verbal communication skills.
- Ability to work collaboratively in a team environment.
- Strong problem-solving skills to address issues and find practical solutions.
- Prior experience in a similar role or knowledge of e-commerce operations is plus but not mandatory.

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

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