



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

Myntra Recruitment 2023 – Jobs Near Me – Office Associate 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 looking for a highly organized and detail-oriented individual to join our team as an Office Associate. As an Office Associate, you will play a vital role in ensuring the smooth and efficient operation of our office environment. You will be responsible for performing administrative tasks, coordinating office activities, and providing support to various departments.

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Myntra Jobs Near Me

Responsibilities:

- Perform general office duties such as managing phone calls, emails, and correspondence, and maintaining office supplies and equipment.
- Schedule and coordinate meetings, appointments, and travel arrangements for team members.
- Coordinate with vendors and service providers for office maintenance, repairs, and facility management.
- Assist in onboarding new employees by providing them with necessary resources and ensuring a smooth integration into the office environment.
- Support the coordination of office events, meetings, and celebrations.

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Myntra Careers

Requirements:

- Excellent organizational and time management skills, with the ability to prioritize tasks and meet deadlines.
- Strong attention to detail and accuracy in completing administrative tasks.
- Proficient in using computer applications, including MS Office suite (Word, Excel, PowerPoint), email clients, and other office software.
- Effective verbal and written communication skills.
- Ability to maintain confidentiality and handle sensitive information with discretion.
- Strong problem-solving abilities and a proactive approach to resolving challenges.

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

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