



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

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

**Hiring organization**  
Myntra

### Job Location

India  
Remote work from: Brazil

**Date posted**  
June 12, 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

As an Office Executive at Myntra, you will be a vital member of our administrative team, responsible for ensuring the smooth operation of the office and providing support to various departments. Your organizational skills, attention to detail, and excellent communication abilities will contribute to the overall efficiency and effectiveness of our workplace. This is a great opportunity for a proactive and customer-oriented individual looking to kickstart their career in office administration.

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#### Myntra Jobs Near Me

#### Responsibilities:

- Manage and coordinate administrative tasks such as scheduling appointments, organizing meetings, and maintaining calendars.
- Prepare and distribute correspondence, memos, and reports, ensuring accuracy and timeliness.
- Greet and welcome visitors, ensuring a positive and professional first impression.
- Handle incoming calls and redirect them appropriately, providing information and assistance as needed.
- Maintain and update physical and electronic filing systems, ensuring easy retrieval and confidentiality of documents.
- Assist in organizing and archiving company records, ensuring compliance

with data protection regulations.

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#### **Myntra Careers**

#### **Requirements:**

- Excellent organizational and multitasking skills to handle multiple responsibilities and prioritize tasks effectively.
- Strong written and verbal communication skills, with the ability to communicate professionally with internal and external stakeholders.
- Proficiency in using Microsoft Office suite (Word, Excel, PowerPoint) and other office productivity tools.
- Attention to detail and a commitment to maintaining accurate records and documentation.
- Proactive and customer-focused attitude, with a willingness to assist colleagues and provide exceptional service.
- Ability to maintain confidentiality and handle sensitive information with discretion.

#### **Important Links**

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

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