



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

Myntra Recruitment 2023 – Jobs Near Me – Office Staff Post

Hiring organization
Myntra

Job Location

India
Remote work from: Brazil

Date posted
June 22, 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 looking for an Office Staff to join our team and provide administrative support to the corporate office. The ideal candidate will be a highly organized and detail-oriented individual with excellent customer service skills.

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Myntra Jobs Near Me

Responsibilities:

- Answering phones and responding to emails
- Scheduling appointments and managing calendars
- Preparing and distributing reports
- Filing and organizing documents
- Providing administrative support to other departments

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Myntra Careers

Requirements:

- Answer phones and respond to emails in a professional and timely manner
- Schedule appointments and manage calendars for executives and other staff

- Prepare and distribute reports as needed
- File and organize documents in a systematic and efficient manner
- Provide administrative support to other departments as needed

Important Links

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

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