



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

Myntra Recruitment 2023 – Jobs Near Me – Office Staff Posts

Hiring organization
Myntra

Job Location

India
Remote work from: Brazil

Date posted
June 10, 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 currently seeking an Office Staff member to join our dynamic team at Myntra. As an Office Staff member, you will play a crucial role in ensuring the smooth operation of our office and providing support to various departments.

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Myntra Jobs Near Me

Responsibilities:

- Provide general administrative support to the office, including answering phone calls, responding to emails, and managing correspondence.
- Maintain office supplies inventory and ensure that all necessary items are adequately stocked.
- Perform data entry tasks accurately and efficiently to update and maintain various records and databases.
- Organize and maintain physical and electronic files, ensuring confidentiality and accessibility.
- Collaborate with internal teams to ensure smooth office operations, such as coordinating office maintenance and repairs, managing office equipment, and organizing office events.
- Greet visitors, clients, and vendors in a professional and friendly manner, and direct them to the appropriate person or department.

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Myntra Careers

Requirements:

- Excellent organizational and time management skills, with the ability to prioritize tasks effectively.
- Strong attention to detail and accuracy in performing administrative duties.
- Proficient computer skills, including MS Office (Word, Excel, PowerPoint, Outlook) and familiarity with office equipment (e.g., printers, scanners).
- Excellent verbal and written communication skills.
- Ability to multitask and work independently as well as in a team environment.
- Strong interpersonal skills and the ability to interact professionally with colleagues, clients, and visitors.

Important Links

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

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