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Myntra Recruitment 2023 – Myntra Careers – Office Executive Posts

Hiring organization
Myntra

Job Location

India
Remote work from: IND

Date posted
July 20, 2023

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Valid through
31.12.2023

Base Salary

USD 14,000 - USD 19,000

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Qualifications

12th / Graduate

Employment Type

Full-time

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Description

Myntra Recruitment 2023

The Office Executive is responsible for providing administrative support to the Myntra team. This includes a variety of tasks, such as data entry, customer service, and order processing. The ideal candidate will be a highly organized and detail-oriented individual with excellent communication and customer service skills.

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Myntra Jobs Near Me

Responsibilities:

- Enter and maintain data in the company's database
- Process customer orders and inquiries
- Provide customer support via phone, email, and chat
- Generate reports and presentations
- Other duties as assigned

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Myntra Careers

Requirements:

- Excellent typing and data entry skills
- Strong attention to detail

- Excellent communication and customer service skills
- Proficient in Microsoft Office Suite
- Experience with CRM software

Important Links

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

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