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Myntra Recruitment 2023 – Myntra Careers – Office Staff Posts

Hiring organization
Myntra

Job Location

India
Remote work from: IND

Date posted
August 10, 2023

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Valid through
31.12.2023

Base Salary

USD 11,600 - USD 16,000

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Qualifications

12th / Graduate

Employment Type

Full-time

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Description

Myntra Recruitment 2023

The Office Staff is responsible for providing administrative support to the Myntra office team. The ideal candidate will be a highly organized and efficient individual with excellent communication and interpersonal skills.

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Responsibilities:

- Receive and process incoming mail and correspondence
- File and maintain documents
- Coordinate with other departments to ensure smooth workflow
- Prepare reports and presentations
- Answer customer inquiries and resolve issues in a timely and efficient manner
- Escalate complex issues to the appropriate team
- Maintain a positive and professional attitude while interacting with customers and colleagues
- Other duties as assigned

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Myntra Careers

Requirements:

- Excellent communication skills, both verbal and written
- Strong customer service skills
- Ability to work independently and as part of a team
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Basic knowledge of office operations

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