



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

## Myntra Recruitment 2023 – Myntra Jobs – Office Executive Post

**Hiring organization**  
Myntra

### Job Location

India  
Remote work from: IND

**Date posted**  
August 2, 2023

(adsbygoogle = window.adsbygoogle || []).push({});

**Valid through**  
31.12.2023

### Base Salary

USD 14,000 - USD 19,000

APPLY NOW

### Qualifications

12th / Graduate

### Employment Type

Full-time

(adsbygoogle = window.adsbygoogle || []).push({});  
(adsbygoogle = window.adsbygoogle || []).push({});

### 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.

(adsbygoogle = window.adsbygoogle || []).push({});

#### 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

(adsbygoogle = window.adsbygoogle || []).push({});

#### 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

(adsbygoogle = window.adsbygoogle || []).push({});

(adsbygoogle = window.adsbygoogle || []).push({});