



<https://jobfever.govhelp.in/job/nykaa-job-alert-nykaa-job-vacancy-back-office-jobs/>

## Nykaa Job Alert – Nykaa Job Vacancy – Back Office Jobs

### Job Location

India

Remote work from: IN; US; AU; NZ; HK; JP; KZ; MY; SG; TW; TH; UZ; VN; AT; BY; BE; DK; FR; DE; GR; NL; RU; ES; CH; UK; DZ; KW; MA; QA; SA; MX; AE; CA; GT; DO

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### Base Salary

USD 14 - USD 26

### Qualifications

12th Passed, Graduate

### Employment Type

Full-time

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### Description

## Nykaa Recruitment 2024

**Do you have a keen eye for detail and a passion for ensuring smooth operations?**

Nykaa, India's leading beauty retailer, is searching for talented individuals to join our growing back-office team! In this role, you'll play a vital part in supporting the company's success by providing exceptional administrative and operational support.

### Why Join Us?

At Nykaa, we're more than just a beauty company; we're a passionate community dedicated to empowering individuals through beauty. We offer a dynamic and fast-paced work environment where you can learn, grow, and contribute to a brand that's shaping the beauty landscape in India. In this back-office role, you'll gain valuable experience in the retail industry, develop transferable skills, and be part of a team that fosters collaboration and innovation.

**Remote Position Available!** Apply from Anywhere in India

### About Nykaa:

Nykaa is a revolutionary force in the Indian beauty industry. We offer a curated

### Hiring organization

Nykaa

### Date posted

March 28, 2024

### Valid through

31.08.2024

APPLY NOW

selection of beauty products, fragrances, wellness essentials, and more, both online and through our extensive network of retail stores. We're committed to providing a seamless and personalized shopping experience for our customers, and our back-office team plays a crucial role in making that happen.

### **Job Summary:**

In this role, you'll be the backbone of our back-office operations, providing comprehensive administrative and operational support across various departments. You'll be responsible for a range of tasks, ensuring accuracy, efficiency, and timely completion. This is a fantastic opportunity for detail-oriented individuals who thrive in a fast-paced environment and enjoy working collaboratively.

### **Nykaa Jobs Near Me**

#### **Key Responsibilities:**

- Data entry and management: You'll ensure accurate data entry into various systems, maintaining clean and organized records.
- Customer support: You'll provide excellent customer service by responding to inquiries and resolving issues promptly and professionally.
- Order processing: You'll efficiently process customer orders, ensuring accuracy and timely delivery.
- Inventory management: You'll assist with inventory control, tracking stock levels, and maintaining accurate records.
- Reporting and analysis: You'll prepare reports and analyze data to provide valuable insights to various departments.
- Other administrative duties: You'll handle a variety of administrative tasks, such as scheduling appointments, managing travel arrangements, and preparing presentations.

#### **Required Skills and Qualifications:**

- Excellent organizational and time management skills
- Strong attention to detail and accuracy
- Proficiency in MS Office Suite (Word, Excel, PowerPoint)
- Excellent communication and interpersonal skills
- Ability to work independently and as part of a team
- A positive attitude and willingness to learn

#### **Experience:**

- This role is open to both freshers and experienced candidates. For experienced candidates, a minimum of 1-2 years of experience in a similar back-office role is preferred.

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### Why Join Nykaa?

- **Growth and Development:** We offer a dynamic work environment with opportunities for professional growth and development. You'll gain valuable experience in the retail industry and develop transferable skills that will benefit your career.
- **Competitive Compensation and Benefits:** We offer a competitive compensation package that includes health insurance, paid time off, and other benefits.
- **Positive and Collaborative Work Environment:** We foster a positive and collaborative work environment where you can learn from your colleagues and contribute your ideas.
- **Be Part of Something Special:** Join a company that's making a difference in the beauty industry and empowering individuals through beauty.

### Application Process:

To apply, please submit your resume and cover letter online. In your cover letter, please highlight your relevant skills and experience and why you're interested in this role at Nykaa.

**We look forward to hearing from you!**

**Join Nykaa and help us continue to revolutionize the beauty industry in India!**

### In Conclusion:

This back-office role at Nykaa is an excellent opportunity for individuals who are looking for a challenging and rewarding career in the beauty industry. If you're a detail-oriented, organized, and team-oriented individual with a passion for ensuring smooth operations, we encourage you to apply!

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**Important Links**

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

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