



<https://jobfever.govhelp.in/job/office-staff-myntra-jobs-in-daulatpur-kolkata/>

Office Staff

Job Location

Daulatpur, 700141, Kolkata, West Bengal, India

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Base Salary

USD 13,000 - USD 16,000

Qualifications

12th / Graduate

Employment Type

Full-time

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Description

Myntra Recruitment 2023

We are looking for an Office Staff to join our team and provide administrative support to the corporate office. The ideal candidate will be a highly organized and detail-oriented individual with excellent customer service skills.

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Myntra Jobs Near Me

Responsibilities:

- Answering phones and responding to emails
- Scheduling appointments and managing calendars
- Preparing and distributing reports
- Filing and organizing documents
- Providing administrative support to other departments

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Myntra Careers

Requirements:

- Answer phones and respond to emails in a professional and timely manner
- Schedule appointments and manage calendars for executives and other staff
- Prepare and distribute reports as needed
- File and organize documents in a systematic and efficient manner

Hiring organization

Myntra

Date posted

July 4, 2023

Valid through

31.12.2023

APPLY NOW

- Provide administrative support to other departments as needed

Important Links

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

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