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Myntra Careers 2023 – Jobs Near Me – Back Office Executive Post

Hiring organization
Myntra

Job Location

Bengaluru, Karnataka, India
Remote work from: India

Date posted

February 28, 2023

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Valid through

31.12.2025

Base Salary

Rs. 11,000 - Rs. 18,000

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

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Description

Myntra Recruitment 2023

The Back Office Executive is responsible for providing effective and efficient back office support to the organization.

Jobs Near Me

Responsibilities

Prepare and submit financial reports

Provide administrative support

Provide excellent customer service to clients

Handle client inquiries and complaints

Organize and manage front office operations

Manage front office staff and daily activities

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Myntra Careers

Skills:

High school diploma

At least 1 year of customer service experience

Strong communication and interpersonal skills

Must be able to work under pressure

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