



<https://jobtalent.jobcitylive.com/job/mynta-careers-2023-jobs-near-me-back-office-executive-posts/>

## Myntra Careers 2023 – Jobs Near Me – Back Office Executive Posts

**Hiring organization**  
Myntra

### Job Location

Bengaluru, Karnataka, India  
Remote work from: India

### Date posted

February 24, 2023

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### Valid through

31.12.2025

### Base Salary

Rs. 11,000 - Rs. 18,000

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### Qualifications

12th Pass / 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

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

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