



<https://jobtalent.jobcitylive.com/job/myntra-recruitment-2023-jobs-near-me-back-office-admin-posts/>

## Myntra Recruitment 2023 – Jobs Near Me – Back Office Admin Posts

**Hiring organization**  
Myntra

### Job Location

Bengaluru, Karnataka, India  
Remote work from: India

**Date posted**  
May 15, 2023

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**Valid through**  
31.12.2023

### Base Salary

Rs. 12,000 - Rs. 15,000

APPLY NOW

### Qualifications

12th, Graduate

### Employment Type

Full-time

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### Description

## Myntra Recruitment 2023

Myntra is seeking a dedicated and detail-oriented Back Office Administrator to join our team. As a Back Office Administrator, you will play a vital role in ensuring the smooth and efficient operation of our administrative processes. This is an excellent opportunity for a fresher who is organized, proactive, and eager to contribute to the overall success of our organization.

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### Jobs Near Me

#### Responsibilities:

1. Data Management: Handle the entry, verification, and maintenance of data in our systems and databases with accuracy and attention to detail. Ensure data integrity and confidentiality while following established procedures and guidelines. Generate reports and perform data analysis as required.
2. Documentation and Record-Keeping: Manage and maintain various documents, files, and records, both physical and electronic. Organize and categorize documents for easy retrieval and reference. Maintain

confidentiality and security of sensitive information.

3. Administrative Support: Provide general administrative support to the team, including scheduling appointments, coordinating meetings, managing calendars, and handling correspondence. Assist in preparing reports, presentations, and other documents as needed. Collaborate with cross-functional teams to streamline administrative processes and improve efficiency.

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#### **Myntra Careers**

#### **Skills:**

1. Attention to Detail: Strong attention to detail and accuracy in data entry and documentation. Ability to maintain meticulous records and follow established processes and guidelines.
2. Organizational Skills: Excellent organizational and time management skills to prioritize tasks, handle multiple assignments simultaneously, and meet deadlines effectively.
3. Communication and Collaboration: Good written and verbal communication skills to interact with team members and stakeholders. Ability to collaborate with colleagues across different departments and levels of the organization.

#### **Important Links**

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

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