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Myntra Recruitment 2023 – Work From Home – Back Office Staff Post

Hiring organization
Myntra

Job Location

India
Remote work from: India

Date posted
March 18, 2023

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Valid through
31.12.2025

Base Salary

Rs. 15,000 - Rs. 27,000

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Qualifications

Graduate.

Employment Type

Full-time

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Description

Myntra Recruitment 2023

The Back Office Staff is responsible for the accurate and timely entry of all billing and shipping information into the company's computer system. They also perform other clerical tasks, as needed.

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Requirements:

- must have at least 5 years of experience in a customer service role
- must have excellent communication skills
- must be able to handle difficult customers calmly and professionally
- At least 3 years of experience in customer service or call center environment
- Supervisory experience required
- Strong problem solving and communication skills

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Myntra Jobs For Freshers

The duties of a back office staffer vary depending on the type of office they are working in, but may include tasks such as answering phones, data entry, preparing reports, and managing email inboxes. Back office staff must be able to work independently and have a strong attention to detail.

Responsibilities:

- oversee the work of customer service representatives
- ensure that all work is carried out in an efficient and effective manner
- ensure that all customers are treated fairly and with respect - handle customer complaints and ensure that they are resolved in a satisfactory manner

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