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Myntra Recruitment 2023 – Work From Home Jobs – Front Office Coordinator Post

Hiring organization
Myntra

Job Location

India
Remote work from: India

Date posted
January 17, 2023

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Valid through
31.12.2025

Base Salary

Rs. 15,000 - Rs. 27,000

APPLY NOW

Qualifications

Graduate.

Employment Type

Full-time

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Description

Myntra Recruitment 2023

The Data Entry Assistant will be responsible for entering data into a computer system for analysis and reporting.

Myntra Jobs Near Me

Requirements:

- Bachelor's degree or equivalent experience
- Strong organizational skills and attention to detail
- Excellent communication skills, both written and verbal

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Myntra Jobs For Freshers

The ideal candidate will have excellent organization and communication skills, as well as a strong attention to detail.

Responsibilities:

- Schedule meetings and appointments, coordinate conference room usage, and

manage front office calendar

-Coordinate with clients and guests, provide support and hospitality

-Monitor and respond to front office email and phone inquiries

-Order and maintain office supplies

Provide support to other departments as needed.

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

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