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Myntra Recruitment 2023 – Jobs Near Me – Free Job Alert – Office Staff Post

Hiring organization
Myntra

Job Location

Noida, Uttar Pradesh, India
Remote work possible

Date posted
May 17, 2023

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Valid through
31.12.2023

Base Salary

Rs. 16,000 - Rs. 20,000

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

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Description

Myntra Recruitment 2023

As an Office Staff member at Myntra, you will play a crucial role in ensuring the smooth and efficient operation of our office. You will provide support across various administrative tasks and contribute to creating a productive and organized work environment. This position offers an excellent opportunity to gain valuable experience in office administration and contribute to the success of our organization.

Responsibilities:

1. **Administrative Support:** Assist in day-to-day office operations by handling incoming calls, emails, and correspondence. Coordinate and schedule appointments, meetings, and travel arrangements for staff members. Maintain office supplies inventory, order new supplies as needed, and ensure the office is well-stocked and organized. Handle incoming and outgoing mail and packages, ensuring timely distribution and delivery.
2. **Data Entry and Documentation:** Accurately enter and maintain data in the company's systems and databases. Prepare and update reports, spreadsheets, and presentations as required. Maintain and organize physical and digital files, ensuring confidentiality and security of sensitive information. Assist in the preparation of documentation, including contracts, agreements, and memos.
3. **Office Coordination:** Serve as a point of contact for internal and external stakeholders, providing information, assistance, and excellent customer service. Coordinate with other departments and team members to ensure efficient communication and collaboration. Assist in organizing office events, meetings, and employee engagement activities. Support HR-related tasks,

such as employee onboarding, attendance tracking, and record-keeping.

(adsbygoogle = window.adsbygoogle || []).push({}); **Skills:**

1. **Organizational Skills:** Strong organizational and multitasking abilities to manage multiple tasks and priorities effectively. Attention to detail and accuracy in handling administrative tasks, data entry, and documentation. Ability to maintain a well-organized office space and manage time efficiently.
2. **Communication and Interpersonal Skills:** Excellent verbal and written communication skills to interact with colleagues, clients, and visitors in a professional manner. Ability to listen attentively, convey information clearly, and respond promptly to inquiries. Strong interpersonal skills to build positive relationships and work collaboratively with a diverse team.
3. **Computer Proficiency:** Proficient in using Microsoft Office applications (Word, Excel, PowerPoint) and other relevant software. Familiarity with office equipment, such as printers, scanners, and telephone systems. Willingness to learn and adapt to new technologies and software systems.

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