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Myntra Careers – Job Change – Online Jobs For Data Entry Cum Back Office

Hiring organization
Myntra

Job Location

India

Remote work from: IN; US; AU; NZ; HK; JP; KZ; MY; SG; TW; TH; UZ; VN; AT; BY; BE; DK; FR; DE; GR; NL; RU; ES; CH; UK; GB; DZ; KW; MA; QA; SA; MX; AE; CA; GT; DO

Date posted

March 27, 2024

Valid through

31.08.2024

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Base Salary

USD 16 - USD 25

Qualifications

12th Passed, Graduate

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Employment Type

Full-time

Description

Myntra Recruitment 2024

Support the Fashion Revolution with Accuracy!

Are you a detail-oriented individual with a passion for fashion? Do you thrive in a fast-paced environment and enjoy keeping things organized? If so, then a career at Myntra, India's leading fashion e-commerce platform, could be the perfect fit for you!

Myntra Jobs Near Me

In this exciting role, you'll play a vital role in our back-office operations, ensuring the smooth functioning of our data management system. You'll be responsible for entering and maintaining accurate product information, which is the backbone of our customer experience.

Summary

This position offers a dynamic and rewarding opportunity to contribute to the success of a rapidly growing company. You'll work alongside a talented team in a collaborative environment, utilizing your strong organizational skills and commitment to accuracy to ensure seamless data management.

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Key Responsibilities

- Enter and update product data into our internal systems, ensuring accuracy and consistency.
- Organize and categorize product information according to established guidelines.
- Research and verify product details to maintain data integrity.
- Process and manage returns and exchanges efficiently.
- Generate reports and perform data analysis as needed.
- Provide administrative support to the back-office team.
- Stay up-to-date on data management best practices and company policies.

Required Skills and Qualifications

- Minimum qualification of 10+2 or equivalent.
- Strong computer literacy with proficiency in data entry software like MS Excel.
- Excellent typing skills with a high degree of accuracy.
- Meticulous attention to detail and a commitment to quality.
- Strong organizational and time management skills.
- Ability to work independently and as part of a team.
- Excellent communication and interpersonal skills.
- Adaptability and willingness to learn new things.

Experience

This role is open to both freshers and experienced candidates. We value individuals with a strong foundation in data entry and a passion for accuracy.

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Why Join Myntra

At Myntra, we're passionate about fashion and committed to providing our customers with an exceptional online shopping experience. Here are just a few reasons why you'll love working with us:

- **Be a Part of the Fashion Revolution:** Play a key role in the growth of India's leading fashion e-commerce platform.
- **Dynamic and Collaborative Environment:** Work alongside a talented team in a fast-paced and innovative environment.
- **Growth and Development Opportunities:** We invest in our employees

and offer opportunities for professional development.

- **Competitive Salary and Benefits Package:** Enjoy a competitive salary and benefits package, including health insurance and paid time off.
- **Remote Work Opportunity:** Work from the comfort of your own home and enjoy a flexible work schedule.

Application Process

To apply, please submit your resume and a cover letter highlighting your relevant skills and experience. We look forward to hearing from you!

Join Us and Make a Difference!

This is your chance to join a vibrant and dynamic company that's shaping the future of fashion e-commerce. If you're a detail-oriented individual with a passion for accuracy and a desire to make a difference, we encourage you to apply!

In essence, this role offers a unique opportunity to combine your organizational skills with your interest in fashion. You'll play a critical role in ensuring the smooth functioning of our back-office operations and contribute to the success of Myntra's ever-growing platform.

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