



<https://govhelp.in/job/myntra-recruitment-2023-jobs-near-me-executive-assistant-post/>

## Myntra Recruitment 2023 – Jobs Near Me – Executive Assistant Post

**Hiring organization**  
Myntra

### Job Location

India  
Remote work from: India

**Date posted**  
February 3, 2023

**Valid through**  
31.12.2025

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### Base Salary

USD. 9,500 - USD. 16,000

APPLY NOW

### Qualifications

12th Pass, Graduate.

### Employment Type

Full-time

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### Description

## Myntra Recruitment 2023

The Executive Assistant will provide administrative support to the President and CEO of the company.

Myntra Jobs Near Me

### Responsibilities:

- Provide administrative support to the President and CEO
- Handle executive correspondence
- Coordinate meeting logistics
- Handle general administrative tasks as needed

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Myntra Careers

### Qualifications:

- Minimum of 5 years of experience as an executive assistant
- Excellent communication and writing skills
- Strong organizational skills

### Important Links

Find the Link in [Apply Now](#)

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