



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

Myntra Recruitment 2023 – Jobs Near Me – Office Manager Post

Job Location

Bengaluru, Karnataka, India
Remote work from: India

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Base Salary

USD. 12,000 - USD. 17,000

Qualifications

Graduate, 12th Passed

Employment Type

Full-time

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Description

Myntra Recruitment 2023

The Office Manager will oversee the day-to-day functioning of the office and be responsible for all aspects of office management, including, but not limited to, office administration, personnel management, facilities management, and procurement.

Myntra Jobs Work From Home

Responsibilities:

- Oversee the day-to-day functioning of the office
- Supervise and coordinate office administrative staff
- Manage personnel files and employee benefits
- Coordinate facilities management and maintain office equipment

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Myntra Jobs Near Me

Qualifications:

- Bachelor's degree or equivalent experience
- At least 3 years of experience in office management
- Excellent communication and interpersonal skills

Hiring organization

Myntra

Date posted

March 18, 2023

Valid through

31.12.2025

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Important Links

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

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