

Nykaa Recruitment 2023 – Work From Home – Data Entry Assistant Post

Hiring organization

Nykaa

Job Location

Kolkata, West Bengal, India
Remote work from: India

Date posted

April 27, 2023

Valid through

31.12.2025

Base Salary

USD. 11,500 - USD. 18,000

APPLY NOW

Qualifications

12th Pass, Graduate.

Employment Type

Full-time, Work From Home

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Description

Nykaa Recruitment 2023

The Data Entry Assistant will support the smooth functioning of the office and provide clerical and administrative support to the management team.

Nykaa Careers

Responsibilities:

- Sort and distribute mail
- Answer and direct phone calls
- Maintain office supplies and equipment
- Organize and file documents

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Qualifications:

- Bachelor's degree in marketing, advertising
- 2 years of experience in marketing or advertising campaign development
- Excellent communication and coordination skills

Important Links

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