Myntra Careers 2023 – 2+ Years Experience Required – Coordinator Posts

Hiring organization
Myntra

Job Location
India
Remote work possible

Date posted
June 22, 2023

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

Valid through
30.09.2025

Base Salary
Rs. 16,000 - Rs. 28,000

APPLY NOW

Qualifications
12th, Graduate

Employment Type
Full-time

Experience
2+ Years Experience Required

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

Description

Myntra Jobs in India

Job Title: Coordinator

Department: Operations

Location: [City, State]

Reports To: Manager

Summary:

The Coordinator is responsible for providing administrative and support to the Operations team. This includes coordinating with suppliers, managing inventory, and tracking orders. The Coordinator also performs other duties as assigned.

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

Myntra Careers

Responsibilities:

- Coordinate with suppliers to ensure timely delivery of products.
- Manage inventory levels and track stock levels.
- Track orders and ensure that they are delivered on time.
- Provide administrative support to the Operations team.
- Other duties as assigned.

Skills:

- Excellent organizational skills.
- Attention to detail.
- Ability to work independently and as part of a team.
- Proficient in Microsoft Office Suite.
- Excellent communication skills, both written and verbal.

Qualifications:

- Bachelor's degree in Business Administration, Operations Management, or a related field.
- 1-2 years of experience in a coordinator role.
- Experience with inventory management and order tracking is a plus.

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

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

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