

Myntra Careers 2023 - +2Years Experience Required - Executive Assistant Post

Hiring organization
Myntra

Job Location

India
Remote work from: India

Date posted
April 26, 2023

Valid through
30.09.2025

Base Salary

Rs. 10,000 - Rs. 18,000

APPLY NOW

Qualifications

12th, Graduate

Employment Type

Full-time

Experience

+2Years Experience Required

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Description

Myntra Jobs in India

The Executive Assistant will provide administrative support to the President of the company. This will include managing his calendar, preparing meeting materials, and handling correspondence. The Executive Assistant will also be responsible for office management duties, such as ordering supplies and maintaining records.

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Myntra Careers

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Myntra Jobs Near Me

Requirements

- Bachelor's degree in accounting, finance or a related field
- Minimum of 3 years of experience in an auditor role
- Knowledge of Generally Accepted Accounting Principles (GAAP) and Generally Accepted Auditing Standards (GAAS)
- Experience with auditing financial statements and internal controls
- Strong written and oral communication skills

Important Links

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

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