

## Myntra Careers 2023 – +2Years Experience Required – Administrator Post

**Hiring organization**  
Myntra

### Job Location

India  
Remote work from: India

**Date posted**  
March 27, 2023

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**Valid through**  
30.09.2025

### Base Salary

Rs. 15,000 - 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

Human Resources is responsible for managing all employee-related activities, which includes, but is not limited to, the following: employee recruitment and selection, onboarding and orientation, benefits and compensation administration, and employee training and development.

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### Myntra Careers

#### Responsibilities:

- Manage all employee-related activities, including employee recruitment and selection, onboarding and orientation, benefits and compensation administration, and employee training and development.
- Ensure that all policies and procedures are up-to-date and in compliance with local, state, and federal employment laws.
- Provide support to management in the development and implementation of HR programs and initiatives.
- Conduct exit interviews and compile data from exit interviews to help improve HR programs.
- Work with employees and management to resolve employee issues or concerns.

## Myntra Jobs Near Me

**Qualifications:**

- Bachelor's degree in Human Resources or a related field.
- At least 3 years of experience in Human Resources.
- Strong knowledge of local, state, and federal employment laws.
- Excellent interpersonal skills.

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

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