

# WORK VAPOR

Job Link: <https://workvapor.in/jobs/back-office-coordinator-fmcg-company/>

## BACK OFFICE COORDINATOR – FMCG COMPANY

### DESCRIPTION

**Company:** FMCG Manufacturing Pvt. Ltd. (Hiring via Jsk Placement Services)  
**Location:** Kanpur – Dada Nagar, Rania, Panki, Rooma, Cantonment, Kanpur Dehat & Kanpur Nagar  
**Job Type:** Full-time  
**Experience:** 1–3 Years  
**Salary:** Not Disclosed  
**Openings:** 22  
**Contact Number:** +91 6392741627

#### About the Company

This hiring is for a growing FMCG manufacturing company based in Kanpur. The company offers a stable office environment and basic administrative roles for candidates looking for steady work.

#### Job Overview

The role is for a Back Office Coordinator who will handle daily office tasks like email handling, documentation, and general admin support. It is a simple and stable job suitable for candidates with basic office skills.

#### Key Responsibilities & Daily Tasks

- Handle basic office work and coordination
- Send emails and manage simple documentation
- Perform printing and file handling tasks
- Maintain office records and data
- Support team with daily admin work

#### Eligibility & Skills Required

- 1–3 years of experience in back office or admin work
- Basic computer knowledge
- Good communication skills

### HIRING ORGANIZATION

FMCG Manufacturing Pvt. Ltd.

### EMPLOYMENT TYPE

Full-time

### JOB LOCATION

Kanpur, India

### DATE POSTED

? March 21, 2026

- Organized and responsible nature

**Work Benefits**

- Good and stable work environment
- Office-based role (no field work)
- Simple job responsibilities
- Opportunity for steady long-term work

**How to Apply**

You can send your resume to the given email/phone/WhatsApp.

**Contact Details:**

Call: +91 6392741627