

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