

WORK VAPOR

Job Link: <https://workvapor.in/jobs/back-office-executive-courier-coordination-logistics/>

HIRING ORGANIZATION

Bluestone

JOB LOCATION

Andheri, Mumbai, India

DATE POSTED

? April 7, 2026

BACK OFFICE EXECUTIVE – COURIER COORDINATION, LOGISTICS

BASE SALARY

INR 20000 - INR 22000

DESCRIPTION

Job Role: Backend Executive

Company: Bluestone

Qualification: Graduate (Any Stream)

Experience: Fresher or 1 Year Experience

Location: Andheri, Mumbai

Job Type: Full Time

Salary: ₹20,000 – ₹22,000 per month

Contact Details:

WhatsApp: 8456970962

About the Role

This role involves managing courier operations, handling data in Excel, and coordinating with clients and delivery partners. It is suitable for freshers and candidates with basic back-office or logistics experience.

Key Responsibilities

- Coordinate with FBOs for courier pickup and delivery
- Maintain accurate records in Excel
- Schedule courier collections across India

- Track shipments and update status regularly
- Prepare daily, weekly, and monthly reports
- Communicate with clients and resolve issues

Requirements

- Graduate in any stream
- Basic knowledge of Microsoft Excel
- Good communication skills (verbal & written)
- Strong attention to detail
- Good time management and problem-solving skills

Why Apply

- Stable full-time job opportunity
- Suitable for freshers
- Hands-on experience in logistics operations
- Growth opportunity in backend operations

How to Apply

Send your CV on WhatsApp to apply.

WhatsApp Number: 8456970962