

WORK VAPOR

Job Link: <https://workvapor.in/jobs/e-commerce-executive-amazon-and-flipkart/>

HIRING ORGANIZATION

Greduate

EMPLOYMENT TYPE

Full-time

DATE POSTED

? October 3, 2026

JOB LOCATION

Burari, Delhi, India

E-COMMERCE EXECUTIVE – AMAZON AND FLIPKART

BASE SALARY

INR 18000 - INR 20000

DESCRIPTION

Job Role: E-Commerce Executive

Company: Greduate

Hiring For: Maya Garden

Location: Burari, Delhi

Job Type: Full-Time | Work From Office

Salary: ?18,000 – ?20,000 per month

Education: Bachelor's Degree

Experience: E-Commerce – 1 Year

Contact: 9266110079

Contact Person: Neetika

Maya Garden is hiring an **E-Commerce Executive** in Burari, Delhi. The role involves managing online product listings, orders, inventory and customer coordination.

Candidates will work with e-commerce platforms such as **Amazon, Flipkart and Shopify**. Freshers and experienced candidates can apply according to the job listing.

Key Responsibilities

- Manage product listings and updates.
- Handle daily online orders and dispatch.
- Maintain inventory records.
- Coordinate customer queries and returns.
- Prepare basic reports in **MS Excel**.

Eligibility and Requirements

Greduate

- **Bachelor's degree required.**
- Basic computer knowledge.
- Basic knowledge of **MS Excel**.
- Understanding of e-commerce platforms is preferred.
- Good communication skills.
- **1 year of E-Commerce experience is required.**
- Freshers and experienced candidates can apply.

How to Apply

Interested candidates can send their updated resume on WhatsApp to **9266110079**.