

WORK VAPOR

Job Link: <https://workvapor.in/jobs/excel-and-communication-based-remote-coordinator-hiring-347304/>

HIRING ORGANIZATION

GoBright Solutions

EMPLOYMENT TYPE

Full-time

JOB LOCATION

? Remote work from: India

EXCEL AND COMMUNICATION BASED REMOTE COORDINATOR HIRING

BASE SALARY

INR 9500 - INR 12500

DESCRIPTION

GoBright Solutions – Operations Coordinator, Work From Home

GoBright Solutions is hiring Operations Coordinators for work from home support work. Candidates from Ernakulam are preferred. Freshers with good communication and basic Excel knowledge can also apply.

Location: Remote / Work From Home

Salary: ?9,500 – ?12,500 per month

Timing: 9:00 AM – 8:00 PM

Contact HR: +91 7012886485 (WhatsApp only)

Job Responsibilities

- Coordinate laundry order updates
- Assign pickup and delivery orders
- Support customers on calls
- Take ready-order updates from laundry partners
- Update Excel sheets daily
- Monitor order flow and delivery status

Requirements

- Good communication skills
- Basic Excel knowledge
- Multitasking ability
- Responsible and punctual nature
- Smartphone or laptop with internet connection

Benefits

- Work from home
- Cell phone reimbursement

How to Apply

Interested candidates can send their details on WhatsApp.

WhatsApp Apply: +91-7012886485

RESPONSIBILITIES

- Coordinate laundry order updates
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JOB BENEFITS

- Work from home
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SKILLS

Basic Excel knowledge

Multitasking ability

Responsible and punctual nature

Smartphone or laptop with internet connection

WORKING HOURS

9:00 AM – 8:00 PM

EXPERIENCE

Excel And Communication Based Remote Coordinator Hiring

Ernakulam Candidates Needed For Remote Operations Work

(+91 XXXXXXX485)