

# WORK VAPOR

Job Link: <https://workvapor.in/jobs/gem-operations-e-marketplace-executive-balaji-enterprises/>

## GEM OPERATIONS, E-MARKETPLACE EXECUTIVE – BALAJI ENTERPRISES

### BASE SALARY

INR 15000 - INR 33000

### DESCRIPTION

#### GeM Executive | Hybrid Work – Balaji Enterprises

**Company:** Balaji Enterprises

**Location:** Hybrid in Rewari, Haryana

**Job Type:** Permanent

**Salary:** ₹15,000 – ₹33,949.45 per month

**Contact:** WhatsApp +91 7206021043

#### About Company

Balaji Enterprises works with clients to manage online procurement and government e-marketplace processes efficiently.

The role is for candidates who can handle GeM portal operations, manage listings, tenders, and coordinate with clients while maintaining accuracy and timeliness.

#### Key Responsibilities

- Manage product listings on the GeM portal
- Handle bids and tenders efficiently
- Process orders and maintain documentation
- Coordinate with clients and resolve queries
- Ensure timely updates and compliance on the portal

### HIRING ORGANIZATION

Balaji Enterprises

### EMPLOYMENT TYPE

Full-time, Part-time

### JOB LOCATION

Rewari, Haryana, India

? Remote work from: India

### DATE POSTED

? March 30, 2026

## Requirements

- 1–3 years experience (freshers with knowledge can also apply)
- Basic knowledge of GeM portal operations
- Proficiency in MS Excel and email communication
- Good communication and organizational skills
- Able to work independently

## How to Apply

- Send your details on WhatsApp: +91 7206021043
- Or email: [Balajishyam1996@gmail.com](mailto:Balajishyam1996@gmail.com)

**Work Location:** Hybrid remote in Rewari, Haryana