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

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

Work Location: Hybrid remote in Rewari, Haryana