WORK VAPOR

Job Link: https://workvapor.in/jobs/hiring-remote-order-processing-executive/

HIRING: REMOTE ORDER PROCESSING EXECUTIVE

BASE SALARY

INR 18000 - INR 25000

DESCRIPTION

Job Role: Order Processing Executive

Company: Blocker India Pvt Ltd
Location: Remote (Work From Home)
Salary: ?18,000 – ?25,000 per month
Experience: 1 Year in E-Commerce (Preferred)
Job Type: Full-time
Working Days: Monday to Saturday
Shift Timing: 9:00 PM – 6:00 AM
Shift Type: Night / Overnight / Rotational
Education: Bachelor's Degree Required

HR Contact Details

Email: info@amberww.com

Overview

Blocker India Pvt Ltd is looking for an Order Processing Executive to manage daily orders, coordinate with vendors and ensure accurate order fulfilment. Candidates with relevant experience and good English communication skills are encouraged to apply.

Key Responsibilities

- Process customer orders through vendor websites, emails, FTP and order management systems.
- Verify product SKUs, quantities, prices and shipping details.
- Coordinate with vendors for order confirmation, stock availability and tracking

HIRING ORGANIZATION

Blocker India Pvt Ltd

EMPLOYMENT TYPE

Full-time

JOB LOCATION

? Remote work from: India

information.
- Resolve order issues such as pricing errors, duplicate orders and out-of-stock products.
- Monitor pending and unshipped orders.
- Update order statuses and maintain accurate records.
- Coordinate with internal teams to resolve order-related issues.
- Prepare daily operational reports and follow company procedures.

Requirements

- Good knowledge of MS Excel and Google Sheets.
- Experience in order processing and vendor coordination.
- Strong English communication and email-writing skills.
- Good attention to detail and problem-solving abilities.
- Ability to manage multiple orders and meet deadlines.
- Knowledge of e-commerce marketplaces and order management systems is an advantage.
- Bachelor’s degree required.

Candidates from related backgrounds with strong English communication and problem-solving skills may also apply.

Salary & Benefits

- Salary: ?18,000 – ?25,000 per month
- Work From Home
- Provident Fund (PF)
- Paid time off
- Paid sick time
- Flexible schedule

Interested candidates can apply with their updated resume by emailing **info@amberww.com**.