

WORK VAPOR

Job Link: <https://workvapor.in/jobs/operations-coordinator-work-from-home-368826/>

HIRING ORGANIZATION

GoBright Solutions

EMPLOYMENT TYPE

Full-time

JOB LOCATION

? Remote work from: India

DATE POSTED

? July 2, 2026

OPERATIONS COORDINATOR (WORK FROM HOME)

BASE SALARY

INR 13000 - INR 15000

DESCRIPTION

Operations Coordinator (Work From Home)

GoBright Solutions is hiring Operations Coordinators for a work from home position. This is a good opportunity for freshers and experienced candidates. Candidates from Kochi and nearby areas are preferred.

You will help manage daily laundry operations. You will coordinate with customers delivery executives and laundry partners. Good communication and basic Excel skills are important for this role.

Contact Details

- WhatsApp: +91 7012886485

Job Details

- Position: Operations Coordinator
- Company: GoBright Solutions
- Job Type: Full-Time
- Work Mode: Work From Home
- Salary: ?13,000 per month
- Working Hours: 9:00 AM to 8:00 PM
- Experience: Freshers Can Apply
- Location Preference: Kaloor Vyttila Marine Drive and nearby areas

This role requires regular communication with customers and delivery partners. You should be able to handle multiple tasks and ensure smooth order processing.

Key Responsibilities

- Coordinate laundry order updates
- Assign pickup and delivery tasks
- Handle customer calls and support
- Collect updates from laundry partners
- Maintain daily Excel records
- Monitor order status and deliveries
- Ensure smooth workflow operations

You will be responsible for keeping all order information updated. Attention to detail is important. A responsible and punctual attitude is required.

Eligibility Criteria

- Good communication skills
- Basic Excel knowledge
- Ability to multitask
- Responsible and punctual
- Smartphone or laptop required
- Stable internet connection required
- Delivery experience preferred

Candidates who know local areas like Vyttila Kaloor and Marine Drive will have an advantage.

Training

Selected candidates will complete 2 days of field training. This training will help you understand delivery operations and customer handling.

Benefits

- Work From Home
- Cell Phone Reimbursement
- Training Provided
- Career Growth Opportunity

How To Apply

Interested candidates can send their details through WhatsApp.

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