

WORK VAPOR

Job Link: <https://workvapor.in/jobs/operations-executive-hybrid-373214/>

HIRING ORGANIZATION

Marken Marketing & Communications

EMPLOYMENT TYPE

Full-time

JOB LOCATION

Maharashtra, India

? Remote work from: India

OPERATIONS EXECUTIVE | HYBRID

BASE SALARY

INR 10000 - INR 12000

DESCRIPTION

Operations Executive | Hybrid

Marken Marketing & Communications is hiring an Operations Executive. This is a hybrid opportunity. The hiring location is **Navi Mumbai, Maharashtra**. You will support retail branding projects and coordinate with vendors. Fresh candidates who are eager to learn can apply.

Contact Details

Email: paramita@markenmarketing.in

Job Details

- Company Name: Marken Marketing & Communications
- Position: Operations Executive
- Job Type: Full Time
- Work Mode: Hybrid
- Hiring Location: Navi Mumbai, Maharashtra
- Salary: ₹10,000 to ₹12,000 per month

About the Work

You will assist with retail branding projects from start to finish. You will coordinate with vendors for printing fabrication and installation. You will also help track project timelines and maintain project records.

You will visit retail sites to monitor installations. You will check if brand guidelines are followed. You will also help solve operational issues with support from senior team members.

Responsibilities

- Support retail branding projects
- Coordinate with vendors
- Track project timelines
- Monitor budgets and quality
- Visit retail sites
- Maintain reports and documentation
- Help solve operational challenges

Eligibility

- Good organisational skills
- Attention to detail
- Basic knowledge of MS Excel
- Basic knowledge of MS Word
- Basic knowledge of MS PowerPoint
- Willingness to learn
- Ability to work in a fast-paced environment

Benefits

- Hybrid work mode
- Flexible schedule
- Work from home on remote days
- Learning and growth opportunities

Contact Details

Email: paramita@markenmarketing.in