WORK VAPOR

Job Link: https://workvapor.in/jobs/order-processing-executive-e-commerce-wfh/

ORDER PROCESSING EXECUTIVE – E-COMMERCE (WFH)

BASE SALARY

INR 18000 - INR 25000

DESCRIPTION

Order Processing Executive

Blocker India Pvt Ltd is hiring an Order Processing Executive. This is a full-time work-from-home position. Candidates with e-commerce or order processing experience are preferred.

Contact: +91 9679057354
Email: info@amberww.com

Location: Remote
Work Mode: Work From Home
Employment Type: Full-time
Experience: 1+ year preferred
Salary: ?18,000 – ?25,000 per month
Shift: Night Shift, 9:00 PM – 6:00 AM
Working Days: Monday to Saturday

The selected candidate will process customer orders through online marketplaces and order systems. The work includes vendor coordination, customer communication, order tracking, and issue resolution. Strong and fluent English communication is mandatory.

Responsibilities

- Place customer orders with vendors.
- Submit orders through online marketplaces.
- Use order management systems.
- Process orders accurately.
- Complete orders within required timelines.
- Coordinate with vendors through email.

HIRING ORGANIZATION

Blocker India Pvt Ltd

EMPLOYMENT TYPE

Full-time

JOB LOCATION

? Remote work from: India

- Coordinate with vendors through phone calls.
- Communicate with customers when required.
- Coordinate with Customer Service teams.
- Coordinate with Tracking teams.
- Coordinate with Pricing teams.
- Coordinate with Operations teams.
- Identify order-related issues.
- Resolve order processing problems.
- Follow up on pending orders.
- Follow up on delayed orders.
- Follow up on cancelled orders.
- Handle vendor queries.
- Handle customer queries.
- Maintain accurate order records.
- Support daily e-commerce operations.

Requirements

- Minimum 1 year of experience is preferred.
- E-commerce experience is preferred.
- Order processing experience is preferred.
- Marketplace operations experience is useful.
- Back office experience is useful.
- Customer coordination experience is useful.
- Vendor coordination experience is useful.
- Basic e-commerce marketplace knowledge.
- Basic order processing system knowledge.
- Fluent English is mandatory.
- Strong written English skills.
- Strong verbal English skills.
- Good communication skills.
- Good coordination skills.
- Strong problem-solving skills.
- Good decision-making skills.
- High attention to detail.
- Good accuracy in data handling.
- Ability to manage multiple tasks.
- Ability to work under pressure.
- Night shift availability is required.
- Stable internet connection is required.
- Suitable work-from-home setup is required.

Benefits

- Flexible schedule.
- Paid sick time.
- Paid time off.
- Provident Fund.
- Work-from-home opportunity.

Application

Send your updated resume to info@amberww.com. You can also call or WhatsApp +91

9679057354