

WORK VAPOR

Job Link: <https://workvapor.in/jobs/process-coordinator-real-estate/>

HIRING ORGANIZATION

CRA Realtors Pvt Ltd

EMPLOYMENT TYPE

Full-time, Part-time

JOB LOCATION

? Remote work from: India

VALID THROUGH

2026-09-25

PROCESS COORDINATOR – REAL ESTATE

BASE SALARY

INR 20000 - INR 25000

DESCRIPTION

Remote | Work From Home | Full-Time | Fixed Salary

Call/WhatsApp: +91 98714 76477

Email: ea@crarealtors.com, nikhil@crarealtors.com

Job Overview

This work is simple but needs focus. Main work is to manage daily office process in smooth way. You will connect with different teams like sales, accounts and admin. Work is mostly tracking, updating and follow-up.

Salary Details

Salary is fixed **₹20,000 to ₹25,000 per month**. No confusion in payment. Good for stable income.

Main Responsibilities

- Update daily trackers and reports
- Coordinate with different teams for smooth work
- Follow up for pending tasks and approvals
- Maintain proper data and records
- Help in document work like agreements and letters

Skills Needed

Basic knowledge is enough but some tools understanding is helpful.

- Excel basic to intermediate (VLOOKUP, Pivot, IF)
- Good communication in English and Hindi
- Follow-up and coordination ability
- Basic knowledge of Google Sheets and email

Qualification

Graduate in any stream can apply. B.Com, BBA, BA preferred. Strong fresher can also apply.

Experience

1 to 2 years experience is good. Freshers with good skills also accepted.

Work Style

Work is remote but needs regular coordination with team. Daily reporting is important.

Selection Process

Simple process.

- Resume shortlisting
- Basic discussion
- Final selection

How to Apply

Send CV on email or contact on WhatsApp for quick response.

Email: ea@crealtors.com / nikhil@crealtors.com

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