

WORK VAPOR

Job Link: <https://workvapor.in/jobs/remote-course-coordinator-job-backend-admin-%e2%82%b95k-%e2%82%b910k-classic-learn/>

HIRING ORGANIZATION

Classic Learn

EMPLOYMENT TYPE

Full-time

JOB LOCATION

INDIA

? Remote work from: INDIA

DATE POSTED

? February 12, 2026

REMOTE COURSE COORDINATOR JOB – BACKEND ADMIN, ?5K–?10K | CLASSIC LEARN

BASE SALARY

INR 5000 - INR 10000

DESCRIPTION

Company: Classic Learn

Position: Course Coordinator (Experienced)

Industry: Online Education / Training

Location: Work From Home (Remote – India)

Employment Type: Full-time

Salary: ?5,000 – ?10,000 per month (based on experience)

HR Contact: +91 7983020261

Key Responsibilities

- Coordinate between students and trainers
- Manage class schedules, meeting links, and follow-ups
- Handle backend operations including data entry and records
- Maintain student attendance, reports, and daily updates
- Ensure smooth day-to-day course operations

Eligibility & Skills

- Experienced candidates only (minimum 1 year as Course Coordinator)
- Good communication and coordination skills

- Ability to handle backend and administrative work
- Basic computer knowledge (Excel, Google Sheets, WhatsApp, Email)

Working Schedule

- Working Time: 11:00 AM – 8:00 PM
- Working Days: Tuesday to Sunday
- Weekly Off: Monday (fixed)

Benefits

- Work from home
- Stable role in online education domain
- Experience-based growth opportunity

How to Apply

Send your resume or contact on WhatsApp at +91 7983020261