



<https://govhelp.in/job/ecom-express-recruitment-2023-jobs-near-me-coordinator-post/>

## Ecom Express Recruitment 2023 – Jobs Near Me – Coordinator Post

### Job Location

India  
Remote work from: India

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### Base Salary

USD. 10,000 - USD. 16,500

### Qualifications

12th Pass, Graduation.

### Employment Type

Full-time

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### Description

## Ecom Express Recruitment 2023

The Coordinator will support the Administrative Manager in the overall organization and functioning of the administrative office.

### Ecom Express Jobs Near Me

### Responsibilities:

- Manage department budget including creating purchase requisitions
- Coordinate travel arrangements and maintain calendar for department head
- Track and maintain records of equipment and supplies
- Assist with other special projects as needed

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### Ecom Express Careers

### Qualifications:

- Associate's degree or equivalent experience
- 3 – 5 years of experience in an administrative role
- Excellent organizational skills and detail oriented

### Hiring organization

Ecom Express

### Date posted

March 18, 2023

### Valid through

31.12.2025

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**Important Links**

**Find the Link in [Apply Now](#)**

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