



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

Ecom Express Recruitment 2023 – Jobs Near Me – Coordinator Post

Hiring organization
Ecom Express

Job Location

India
Remote work from: India

Date posted
March 18, 2023

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Valid through
31.12.2025

Base Salary

Rs. 10,000 - Rs. 16,500

APPLY NOW

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

Important Links

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

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