



<https://govhelp.in/job/vadilal-recruitment-2023-work-from-home-back-office-coordinator-post/>

Vadilal Recruitment 2023 – Work From Home – Back Office Coordinator Post

Hiring organization
Vadilal

Job Location

Kolkata, West Bengal, India
Remote work from: India

Date posted
May 4, 2023

Valid through
31.12.2025

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Base Salary

USD. 11,500 - USD. 18,000

APPLY NOW

Qualifications

12th Pass, Graduate.

Employment Type

Full-time, Work From Home

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Description

Vadilal Recruitment 2023

The Back Office Coordinator will support the smooth functioning of the office and provide clerical and administrative support to the management team.

Vadilal Careers

Responsibilities:

- Sort and distribute mail
- Answer and direct phone calls
- Maintain office supplies and equipment
- Organize and file documents

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Vadilal Jobs Near Me

Qualifications:

- Bachelor's degree in marketing, advertising
- 2 years of experience in marketing or advertising campaign development
- Excellent communication and coordination skills

Important Links

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

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