



<https://jobquest.jobsworld.com/job/blinkit-recruitment-2023-2-years-experience-required-back-office-coordinator-post/>

Blinkit Recruitment 2023 – 2+ Years Experience Required – Back Office Coordinator Post

Hiring organization
Blinkit

Job Location

India
Remote work from: India

Date posted
March 27, 2023

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Valid through
30.09.2025

Base Salary

Rs. 17,000 - Rs. 28,000

APPLY NOW

Qualifications

BA, BS, Graduate

Employment Type

Full-time

Experience

2+ Years Experience Required

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Description

Blinkit Recruitment 2023

The Back Office Coordinator is responsible for overseeing the functioning of the company's back office. S/he oversees and coordinates all back office activities, ensuring that all departments are functioning smoothly and that all deadlines are met.

Blinkit Work From Home Jobs

The Back Office Coordinator also ensures that all procedures and processes are followed, and provides support to department managers as needed.

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Blinkit Jobs For Freshers

Responsibilities:

- Oversee the functioning of the company's back office
- Coordinate all back office activities

- Ensure that all departments are functioning smoothly
- Meet all deadlines
- Ensure that all procedures and processes are followed
- Provide support to department managers as needed

Qualifications:

- Bachelor's degree in Business Administration or related field
- 3+ years of managerial experience in back office environment
- Strong knowledge of back office procedures and processes
- Excellent organizational skills
- Strong problem solving skills

Important Links

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

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