



<https://jobable.govhelp.in/job/meesho-careers-work-from-home-jobs-coordinator-posts/>

Meesho Careers – Work From Home Jobs – Coordinator Posts

Hiring organization
Meesho

Job Location

India

Remote work from: IN; US; AU; NZ; HK; JP; KZ; MY; SG; TW; TH; UZ; VN; AT; BY; BE; DK; FR; DE; GR; NL; RU; ES; CH; UK; GB; DZ; KW; MA; QA; SA; MX; AE; CA; GT; DO

Date posted
April 12, 2024

Valid through
31.12.2024

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Base Salary

USD 12 - USD 23

Qualifications

12th Pass, Graduate, Post Graduate

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Employment Type

Full-time, Work From Home

Description

Meesho Careers

Be a Master Organizer: Join Meesho as a Coordinator!

About Meesho

Ever wondered how millions of people across India are starting their own online businesses? Meesho makes it possible! We're a leading social commerce platform that empowers everyday people, like housewives, students, and small retailers, to become successful resellers. We provide them with everything they need to sell on popular social media platforms like WhatsApp and Facebook, from finding trendy products to managing deliveries.

The Position: Coordinator

Are you a whiz at keeping things organized and running smoothly? As a Coordinator at Meesho, you'll be the glue that holds things together for a specific team. You'll wear many hats, from scheduling meetings and managing calendars to handling communication and ensuring projects stay on track. Basically, you'll be the rockstar behind the scenes, making sure everything runs like clockwork!

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What You'll Do (Key Responsibilities):

- **Scheduling Superhero:** You'll be the master of appointments and deadlines. You'll schedule meetings, create calendars, and keep everyone informed about upcoming events.
- **Communication Champion:** You'll be the bridge between different teams, ensuring smooth information flow. This means sending emails, taking notes during meetings, and keeping everyone updated on progress.
- **Project Management Pro:** You'll help keep projects on track by creating to-do lists, monitoring progress, and identifying any roadblocks.
- **Organizational Eagle:** You'll have a keen eye for detail and keep things organized. This means managing documents, filing information, and maintaining a clean and efficient workspace (both physical and digital!).

What You've Got (Skills and Qualifications):

- **College graduate (any degree) or equivalent experience is a plus.**
- **Excellent communication and interpersonal skills:** You can clearly explain things in writing and verbally, and you're comfortable interacting with people at all levels.
- **Organizational skills like a boss:** You can prioritize tasks, manage your time effectively, and keep track of multiple things at once.
- **Attention to detail:** You have a keen eye for catching mistakes and ensuring everything is accurate.
- **Tech-savvy:** You're comfortable using computers, email, and other productivity tools.
- **A positive attitude and a willingness to learn:** You're a team player who enjoys learning new things and adapting to a fast-paced environment.

Fresher or Experienced? We Welcome You!

This is a great opportunity for both freshers and experienced candidates. If you're a college graduate looking for your first professional role, we can provide you with the training and support you need to launch a successful career. And if you have experience as a coordinator or a similar role, you can bring your valuable skills to our team and help us grow even further.

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Why Join the Meesho Family?

Here's what makes Meesho a fantastic place to work:

- **Make a real impact:** You'll be part of a company that's empowering millions of people to achieve their entrepreneurial dreams.
- **Work with a smart and passionate team:** We have a young and energetic team that's always looking for innovative solutions.
- **Learn and grow:** We offer plenty of opportunities for learning and development, so you can keep your skills sharp and advance your career.
- **Fun and positive work environment:** We believe in working hard and playing hard. You'll enjoy a collaborative and supportive atmosphere where you can feel comfortable bringing your ideas to the table.

How to Apply:

Head over to our careers page on <https://www.meesho.io/jobs> and search for "Coordinator" positions. We can't wait to hear from you!

Join the Movement!

Becoming a Coordinator at Meesho is more than just a job; it's a chance to be part of a revolution in social commerce. You'll play a vital role in helping people across India achieve their financial goals and build successful businesses. So, if you're organized, detail-oriented, and passionate about making a difference, we encourage you to apply!

General Overview:

As a Coordinator at Meesho, you'll be the backbone of your team, ensuring smooth operations and efficient communication. You'll wear many hats, but your core responsibilities will revolve around scheduling, communication, project management, and organization.

We're looking for a highly organized and motivated individual who thrives in a fast-paced environment. If you're ready to take your organizational skills to the next level and be part of a company that's making a real difference, then Meesho is the place for you!

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