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Business Co-ordinator

Hiring organization

Karnacy

Description

We are seeking a proactive and detail-oriented Business Coordinator with 1-2 years of experience to support business operations, coordinate with internal teams, and assist in managing projects and client communications. The candidate should have strong analytical, coordination, and IT skills to ensure smooth business processes.

Employment Type

Full-time

Job Location

Chennai, Tamil Nadu

Responsibilities

- Coordinate with internal teams to ensure smooth execution of business activities and projects.
- Monitor project progress and follow up with departments for updates.
- Prepare reports, MIS data, presentations, and business documentation.
- Assist in planning and executing business strategies and operational tasks.
- Communicate with clients and stakeholders regarding project updates and requirements.
- Maintain and analyze business data to support decision-making.
- Manage schedules, meetings, and follow-ups with different teams.
- Support management with administrative and operational coordination.

Experience

1 - 2 years of experience in business coordination, project coordination, or operations.

Valid through

08.04.2026

Skills

- Strong analytical and problem-solving skills
- Excellent communication and coordination abilities
- Good knowledge of MS Excel, Word, and PowerPoint
- Ability to handle multiple tasks and meet deadlines
- Strong organizational and time management skills

Preferred Skills:

- Experience with data analysis and reporting
- Knowledge of CRM or project management tools
- Strong team collaboration and stakeholder management skills