

WORK VAPOR

Job Link:

<https://workvapor.in/jobs/50-openings-earn-%e2%82%b917000-to-%e2%82%b933000-month-remote-email-support-data-coordination-jobs/>

HIRING ORGANIZATION

DocuCraft Digital Services

EMPLOYMENT TYPE

Full-time, Part-time, Intern

JOB LOCATION

INDIA

? Remote work from: INDIA

50+ OPENINGS – EARN ₹17,000 TO ₹33,000/MONTH – REMOTE EMAIL SUPPORT & DATA COORDINATION JOBS

DESCRIPTION

Company Name: SkyTrack Virtual Services

Job Role: Email Support Executive & Data Coordinator

Job Type: Remote / Part-Time / Full-Time

Salary Range: ₹17,000 – ₹33,000 per month

Location: Work from Home – Across India

Contact Number: +91 91305 76429

? Job Description:

SkyTrack Virtual Services is urgently hiring 50+ remote workers for managing customer support through email and updating client data. Ideal for freshers and those seeking flexible work schedules.

? Responsibilities:

- Respond to client emails and maintain communication logs
- Update basic customer data in system records
- Coordinate daily reports with team leads
- Follow simple workflow instructions

? Requirements:

- Minimum 12th pass or diploma
- Good communication and typing skills

- Familiarity with basic email and Excel operations
- Laptop/mobile with internet access

? Benefits:

- No voice calls – completely non-calling job
- Timely payouts (weekly/monthly options)
- Online training and task guidance provided
- Work-at-your-own-pace job model

? Apply Now:

Call or WhatsApp: **+91 91305 76429**