

# WORK VAPOR

Job Link: <https://workvapor.in/jobs/admin-executive/>

## ADMIN EXECUTIVE

### BASE SALARY

INR 15000 - INR 25000

### DESCRIPTION

**Job Title:** Administrative Assistant – Allied Health  
Manage schedules, coordinate appointments, and support daily admin operations remotely.

**Organization:** La Barraca  
**Location:** Remote (Work From Home)  
**Employment Type:** Full-time  
**Salary:** ₹15,000 – ₹25,000 per month  
**Contact:** Email – [admin@dulilicare.com.au](mailto:admin@dulilicare.com.au)

#### About Company

La Barraca works with an Australian healthcare provider, supporting allied health professionals with administrative and operational tasks in a remote setup.

#### Job Overview

This role involves handling scheduling, coordinating with clients, and managing administrative work for healthcare professionals. It is ideal for organized individuals who can work independently in a remote environment.

#### Key Responsibilities & Role Details

- Manage and update practitioners' calendars
- Schedule appointments and follow-ups
- Communicate with clients, families, and team members
- Maintain accurate records and system updates
- Support daily administrative tasks

#### Eligibility & Skills Required

### HIRING ORGANIZATION

La Barraca

### EMPLOYMENT TYPE

Full-time

### JOB LOCATION

India  
**? Remote work from: India**

### DATE POSTED

? March 25, 2026

- Strong organisational and time management skills
- Good written and verbal communication
- Ability to work independently
- Must have own laptop and stable internet
- Comfortable with remote work setup

#### **Work Schedule**

- Australian business hours: 9:30 AM – 5:30 PM (AEST)

#### **Perks & Benefits**

- Work with an international healthcare provider
- Supportive team environment
- eSIM provided for communication
- Work from home flexibility

#### **How to Apply**

Send your resume to: [admin@duliicare.com.au](mailto:admin@duliicare.com.au)