

WORK VAPOR

Job Link: <https://workvapor.in/jobs/admin-payment-follow-up-executive-hybrid/>

ADMIN PAYMENT FOLLOW-UP EXECUTIVE (HYBRID)

BASE SALARY

INR 8000 - INR 10000

DESCRIPTION

Company: Trionix Global
Position: Office Admin & Follow-up Executive
Industry: Digital Marketing
Location: Mangalore (Hybrid)
Employment Type: Full-time
Salary: ?8K-?10K/Month
HR Contact: +91 8951599740, +91 9916776095

Trionix Global is hiring an Office Admin & Follow-up Executive to manage administrative work, client communication, and payment follow-ups. This role is suitable for freshers or candidates with up to 1 year of experience who can handle multiple tasks and support daily office operations efficiently.

Key Responsibilities:

- Manage emails, phone calls, and administrative tasks for the General Manager
- Handle daily office administration activities
- Follow up with clients regarding payments and pending approvals
- Coordinate payment approvals and maintain payment records
- Manage documents and maintain proper filing systems
- Assist in client onboarding and basic coordination
- Support team members with assigned administrative work

HIRING ORGANIZATION

Trionix Global

EMPLOYMENT TYPE

Full-time, Part-time

JOB LOCATION

India
? Remote work from: India

DATE POSTED

? March 10, 2026

- Maintain communication with clients regarding updates and requirements

Required Skills:

- Basic knowledge of Microsoft Office and computer applications
- Strong organizational and multitasking abilities
- Good communication skills both verbal and written
- Ability to collaborate with team members and handle responsibilities
- Problem-solving mindset and attention to detail

Eligibility:

- Freshers or candidates with up to 1 year experience can apply
- Candidates with administrative or office support experience preferred

Work Mode:

- First 1 week – Work From Home
- From 2nd week onwards – Work From Office in Mangalore

How to Apply:

Send your resume or contact on WhatsApp at +91 8951599740 or +91 9916776095