

WORK VAPOR

Job Link: <https://workvapor.in/jobs/admin-support-staff-corporate-front-office-work/>

HIRING ORGANIZATION

TAMOS ASSOCIATES (TAMOS Builders)

EMPLOYMENT TYPE

Full-time

JOB LOCATION

Andheri, Mumbai

ADMIN SUPPORT STAFF – CORPORATE FRONT OFFICE WORK

DESCRIPTION

TAMOS ASSOCIATES (TAMOS Builders)

Marol, Andheri (East), Mumbai

Work Mode: In-person

Employment Type: Full-time

Working Days: Monday to Saturday

Timing: 9:30 AM to 6:30 PM

Salary: ₹21,000 – ₹23,000 per month

Contact Details

WhatsApp: +91 8268535353

Job Overview

This role is for front desk and admin support work in real estate company. Work is mainly handling office visitors, calls, documents and coordination between different teams like sales, legal and marketing.

Key Responsibilities

- Handle front desk calls and visitors
- Manage inquiries from clients and vendors
- Coordinate with sales, legal and project teams
- Maintain office records and documentation
- Schedule meetings and track follow-ups
- Support in agreements, MOUs and legal files
- Assist in client communication and coordination
- Help management in basic research and admin tasks

Required Skills

- Good communication and coordination skill
- Basic MS Office knowledge
- Email and letter drafting ability
- Organizational and multitasking skill
- Basic understanding of AI tools and social media handling
- Positive and responsible attitude

Work Nature

This is an office front desk role. Candidate should be active in communication and able to handle multiple office tasks in a simple and organized way.

What Company Offers

- Growth opportunities with increments
- Performance based incentives
- Yearly bonus benefits

How to Apply

Interested candidates can send details on WhatsApp. Shortlisted candidates will be called for interview.

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