

WORK VAPOR

Job Link: <https://workvapor.in/jobs/administration-executive-office-admin-and-it-support/>

ADMINISTRATION EXECUTIVE – OFFICE ADMIN AND IT SUPPORT

BASE SALARY

INR 15000 - INR 18000

DESCRIPTION

Company: ELT Corporate Private Limited

Location: Rohini, Delhi NCR

Job Type: Full-time

Salary: ₹1.75 – ₹3 Lacs per annum

Experience: 1 – 4 Years

Contact: Gaurav – 7669911908

About the Company

ELT Corporate Pvt Ltd manages office operations and infrastructure with a focus on efficiency and smooth day-to-day functioning. The company provides a structured environment for administrative and technical roles.

This role requires a responsible and organized individual with hands-on approach.

Key Responsibilities

- Maintain records and tracking of company assets
- Handle asset issuance, return, and verification
- Assist in laptop setup and hardware configuration
- Coordinate repairs and vendor services
- Maintain data security and backup processes
- Prepare reports for inventory, maintenance, and usage

HIRING ORGANIZATION

ELT Corporate Private Limited

EMPLOYMENT TYPE

Full-time

JOB LOCATION

Rohini, Delhi, India

? Remote work from: India

DATE POSTED

? March 19, 2026

- Manage vendor coordination for IT and office needs
- Support general office administration tasks

Eligibility Criteria

- Graduate (any stream)
- 1–4 years of experience in admin or IT support roles
- Basic knowledge of IT hardware and networking
- Good skills in MS Excel and data management
- Strong organizational and coordination abilities

Walk-in Interview Details

- **Dates:** 19th March – 31st March
- **Time:** 11:00 AM – 4:30 PM
- **Venue:** House No. 07, Pocket H-34, Sector-3, Rohini, Delhi – 110085 (Near Hanuman Chowk)

Skills Required

- Asset management and inventory tracking
- Vendor coordination and troubleshooting
- Documentation and reporting
- Problem-solving and multitasking

How to Apply

Attend the walk-in interview or contact:

Call/WhatsApp: 7669911908

You can send your application or contact via the given phone number.