

WORK VAPOR

Job Link: <https://workvapor.in/jobs/administrative-assistant-intern-work-from-home-part-time-techify-india-ai-solutions/>

HIRING ORGANIZATION

Techify India AI Solutions

EMPLOYMENT TYPE

Full-time, Part-time, Contractor

JOB LOCATION

INDIA

? Remote work from: INDIA

DATE POSTED

? February 6, 2026

ADMINISTRATIVE ASSISTANT INTERN – WORK FROM HOME

DESCRIPTION

Company: Techify India AI Solutions

Position: Administrative Assistant (Intern)

Industry: IT Services / Operations / Administration

Location: Work From Home (Remote)

Employment Type: Part-time, Internship (3 Months)

Salary: Unpaid / Internship-based (Certificate Provided)

HR Contact:

Email: support@techifyindia.com

CC Email: hrtechifyindia@gmail.com

Key Responsibilities

- Assist in daily administrative & coordination tasks
- Maintain records, files & internal documents
- Handle email communication, scheduling & follow-ups
- Support HR & management documentation
- Organize data, reports & spreadsheets
- Coordinate with team members for updates

Skills & Eligibility

- Basic knowledge of MS Word, Excel & Google Sheets
- Good written & verbal communication skills
- Organized & detail-oriented mindset
- Ability to manage multiple tasks & deadlines
- Freshers & students can apply

Additional Information

- 100% Remote / Work From Home
- Flexible working hours
- Internship Certificate & Appreciation Letter
- Exposure to real administrative operations
- Cross-functional team experience

How to Apply

Send your resume to support@techifyindia.com

CC: hrtechifyindia@gmail.com