

WORK VAPOR

Job Link: <https://workvapor.in/jobs/administrative-assistant-job-hiring-bankify/>

ADMINISTRATIVE ASSISTANT JOB HIRING BANKIFY

JOB LOCATION

? Remote work from: India

DESCRIPTION

We're Hiring – Administrative Assistant!

We are looking for a *dedicated and detail-oriented Administrative Assistant* to join our team! If you have *0-1 year of experience* and are eager to build your career in administration, we'd love to hear from you.

? Job Role: Administrative Assistant

? Location: DLF Cybercity

? Experience: Fresher or up to 1 year

? Salary: ?15,000 per month

? Key Responsibilities:

? Managing day-to-day office tasks

? Handling emails, calls, and scheduling meetings

? Maintaining records and documentation

? Assisting in office coordination and operations

? Skills Required:

HIRING ORGANIZATION

Bankify

EMPLOYMENT TYPE

Full-time, Part-time

BASE SALARY

INR 23,838 - INR 34,302

DATE POSTED

? March 19, 2025

VALID THROUGH

2026-07-13

APPLY NOW

Apply Now

? Good communication and organizational skills

? Basic knowledge of MS Office (Excel, Word, Outlook)

? Ability to multitask and work efficiently

If you or someone you know is interested, *drop your resume at
tapaswini.nanda@bankify.money or Whatsapp Number 9124650045 or comment below!

• #Hiring #AdministrativeAssistant #JobOpening #Freshers #CareerOpportunity