

WORK VAPOR

Job Link: <https://workvapor.in/jobs/administrative-assistant-remote/>

HIRING ORGANIZATION

Bexcode

EMPLOYMENT TYPE

Full-time

JOB LOCATION

? Remote work from: India

ADMINISTRATIVE ASSISTANT – REMOTE

BASE SALARY

INR 25000 - INR 30000

DESCRIPTION

Job Role: Administrative Assistant

Company: Bexcode

Work Mode: Remote

Job Type: Full-Time

Salary: ?25,000–?30,000 per month

Working Hours: 5:30 PM–2:30 AM IST

Work Focus: Calendar, Meetings, Calls and Task Management

Experience: Executive Assistant / Personal Assistant Experience Required

Reporting To: Alpesh Patel

Contact Details:

Email: HR@bexcodeservices.com

Bexcode is hiring an **Administrative Assistant to Alpesh Patel**. The role supports his calendar, meetings, calls and task follow-ups across multiple businesses.

The position requires strong organisation, English communication and discretion with confidential information.

Key Responsibilities

- Manage and prioritise calendars and meetings.
- Prepare agendas and meeting materials.
- Attend meetings and take accurate notes.
- Assign and track tasks.
- Follow up on pending work and deadlines.
- Schedule and coordinate calls across time zones.
- Handle routine queries and reminders.
- Send meeting and task summaries.

Required Skills

- Experience as an Executive Assistant, Personal Assistant or similar role.
- Excellent written and spoken English.
- Knowledge of Google Workspace or Microsoft 365.
- Familiarity with Zoom and Google Meet.
- Experience with task or project tracking tools.
- Strong organisation and attention to detail.
- Confidence in following up with senior people.
- Ability to handle confidential information discreetly.

Preferred

- Healthcare, pharmacy, telehealth or multi-business experience.
- Experience supporting executives across time zones.
- Knowledge of AI note-taking and productivity tools.

How to Apply

Send your resume to **HR@bexcodeservices.com**.