

WORK VAPOR

Job Link: <https://workvapor.in/jobs/back-office-assistant-job-veejay-med-point-private-limited/>

HIRING ORGANIZATION

Veejay Med Point Private Limited

EMPLOYMENT TYPE

Full-time, Part-time

BASE SALARY

INR 18000 - INR 35000

VALID THROUGH

2026-07-17

BACK OFFICE ASSISTANT

JOB LOCATION

? Remote work from: India

DESCRIPTION

Responsibilities:

Enter, maintain, and organize data in a computer system.

Handle day-to-day office activities.

Answer phone calls and manage emails.

Experience Requirement:

Candidates with 0 to 6 months of experience are welcome to apply.