

WORK VAPOR

Job Link: <https://workvapor.in/jobs/computer-operator-cum-office-assistant/>

HIRING ORGANIZATION

KAVEEN INFRA SOLUTIONS PRIVATE LIMITED

EMPLOYMENT TYPE

Full-time

JOB LOCATION

Gujarat, India

COMPUTER OPERATOR CUM OFFICE ASSISTANT

BASE SALARY

INR 14000 - INR 25000

DESCRIPTION

Job Role: Computer Operator cum Office Assistant

Company: KAVEEN INFRA SOLUTIONS PRIVATE LIMITED

Location: Paldi, Ahmedabad, Gujarat

Work Mode: Work From Office

Job Type: Full-Time, Permanent

Salary: ₹14,000–₹25,000 per month

Experience: Fresher to 1 year

Education: Graduation in any stream

HR Contact Details

Email: hr@kaveeninfra.com

Contact Number: 9099046687

Job Description

KAVEEN INFRA SOLUTIONS PRIVATE LIMITED is hiring a Computer Operator cum Office Assistant for its office in Paldi, Ahmedabad. The role includes computer-related office tasks and assisting the HR team.

Candidates should have knowledge of Microsoft Office, good communication skills and the ability to work independently as well as in a team.

Key Responsibilities

- Handle computer-related office work.
- Assist the HR team with assigned tasks.
- Use Microsoft Office for routine work.
- Communicate effectively with team members.
- Complete assigned tasks independently and collaboratively.

Requirements

- Graduation in any stream.
- Freshers and candidates with up to 1 year of experience can apply.
- Knowledge of Microsoft Office.
- Excellent written and verbal communication skills.
- Ability to work independently and as part of a team.

Benefits

- Flexible schedule.
- Health insurance.
- Leave encashment.
- Provident Fund (PF).

How to Apply

Send your resume to **hr@kaveeninfra.com** or contact HR at **9099046687**.