

WORK VAPOR

Job Link: <https://workvapor.in/jobs/documentation-and-graphics-executive/>

HIRING ORGANIZATION

Borkar Polymers

EMPLOYMENT TYPE

Full-time

DATE POSTED

? October 7, 2026

JOB LOCATION

Vasai, India

DOCUMENTATION AND GRAPHICS EXECUTIVE

BASE SALARY

INR 30000 - INR 35000

DESCRIPTION

Job Role: Documentation & Graphics Executive

Company: Borkar Polymers

Location: Vasai

Work Mode: Work From Office

Salary: ₹30,000–₹35,000 per month

Candidate Location: Vasai to Virar only

Languages: English, Hindi and Marathi

Benefits: Provident Fund

Contact Details:

Email: hr@boroplast.in

Borkar Polymers is looking for a **Documentation & Graphics Executive** in Vasai. The role includes document preparation, Excel work, graphics editing and office documentation.

Candidates will also handle printing, scanning, PDF conversion and digital file management. Good command of English, Hindi and Marathi is required.

Key Responsibilities

- Take dictation and prepare documents.
- Draft and format documents in MS Word and Excel.
- Prepare reports, statements and presentations.
- Create and update Excel sheets.
- Edit images using Canva or CorelDRAW.
- Resize, crop and remove image backgrounds.
- Create posters, notices, advertisements and certificates.

- Maintain files and documentation.
- Handle printing, scanning and PDF conversion.
- Check spelling, formatting and typing errors.
- Organize digital folders.
- Coordinate with departments for required information.
- Assist management with documents and presentations.
- Handle other documentation tasks assigned by management.

Required Skills

- Good knowledge of MS Word and Excel.
- Knowledge of Canva or CorelDRAW.
- Basic image editing skills.
- Good document formatting ability.
- Good command of English, Hindi and Marathi.
- Ability to maintain organized records and files.

Location Requirement

- Candidates from **Vasai to Virar only** are requested to apply.
- Work location is in person.

How to Apply

Send your updated resume to **hr@boroplast.in**.