

WORK VAPOR

Job Link: <https://workvapor.in/jobs/earn-%e2%82%b918000-to-%e2%82%b935000-month-remote-email-handling-admin-support-jobs/>

HIRING ORGANIZATION

BrightLoop Services Pvt. Ltd.

EMPLOYMENT TYPE

Full-time, Intern

JOB LOCATION

INDIA

? Remote work from: INDIA

EARN ₹18,000 TO ₹35,000/MONTH – REMOTE EMAIL HANDLING, ADMIN SUPPORT JOBS

DESCRIPTION

Company Name: BrightLoop Services Pvt. Ltd.
Job Role: Email Support & Online Admin Assistant
Job Type: Remote / Part-Time or Full-Time
Salary Range: ₹18,000 – ₹35,000 per month
Location: PAN India – Work from Home
Contact Number: +91 91368 10492

? Job Description:

BrightLoop Services is offering 100+ positions for email-based customer support and admin task handling. Ideal for candidates who are comfortable with non-voice work and can manage inboxes and update online records.

? Responsibilities:

- Respond to customer queries via email professionally
- Update online records and documents
- Maintain follow-up logs and reports
- Coordinate remotely with supervisors

? Requirements:

- Minimum 12th pass / Any Graduate
- Strong written communication skills
- Familiar with Gmail, Google Docs, etc.
- Smartphone or laptop with stable internet

? Benefits:

- 100% Work-from-home

- No sales or calling involved
- Fixed working hours or flexible slots
- Weekly payments available

? Apply Now:

Call or WhatsApp: **+91 91368 10492**