

# 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**