

WORK VAPOR

Job Link: <https://workvapor.in/jobs/executive-assistant-hybrid-bangalore-pune-gurgaon-5-15-yrs-exp-night-shift/>

HIRING ORGANIZATION

Gryphon Hytech Services

EMPLOYMENT TYPE

Full-time, Part-time

JOB LOCATION

INDIA

? Remote work from: INDIA

DATE POSTED

? December 11, 2025

EXECUTIVE ASSISTANT – HYBRID | BANGALORE, PUNE, GURGAON | 5–15 YRS EXP | NIGHT SHIFT

BASE SALARY

INR 100000 - INR 1400000

DESCRIPTION

Company: Reputed Client (via Gryphon Hytech Services)
Position: Executive Assistant
Industry: Insurance
Location: Hybrid (Work-from-home + On-site in Bangalore, Pune, Gurgaon)
Employment Type: Full-time, Permanent
Salary: ?10–14 LPA
HR Contact: 9076159575 (WhatsApp only; no calls)
Email: Not Provided

Responsibilities

- Handle administrative tasks including calendar management, travel & expense, and report preparation
- Prepare accurate weekly/monthly MIS reports
- Manage client/vendor calls and draft professional emails
- Maintain operational documents and ensure timely task completion

Eligibility & Skills

- Minimum 5–15 years overall experience; 3–5 years as Virtual Assistant mandatory
- Executive-level experience counts from 2–3 years
- Strong communication skills (verbal & written)
- Proficiency in MS Word, MS Office & Excel
- Must have 3 years experience in International BPO/KPO with 1 year as Virtual Assistant
- Open to rotational shifts (US: 6 PM–2:45 AM / UK: 3 PM–11:45 PM)

- Women returning from sabbatical are welcome

Additional Info

- Immediate joiners required
- 2 interview rounds + SVAR (communication) test
- Hybrid model: 1 week WFH per month
- Good employment stability required

How to Apply

Send your resume or contact on WhatsApp at 9076159575