

WORK VAPOR

Job Link: <https://workvapor.in/jobs/executive-assistant-lead-support-senior-management/>

EXECUTIVE ASSISTANT LEAD – SUPPORT SENIOR MANAGEMENT

BASE SALARY

INR 60000 - INR 90000

DESCRIPTION

Bangalore / Pune / Mumbai | Hybrid Model | US Shift (6 PM – 3 AM)

Contact: 8879477477

This is a good opportunity for people who have experience in office support work. Work is mainly helping senior managers. Communication should be clear and simple. Person should be comfortable working in night shift.

Role Information

- Position: Executive Assistant (Lead / Senior Lead)
- Work model: 1 week office and 3 weeks work from home
- Work with global teams like US, UK, Europe

Salary Details

- ₹8 LPA to ₹16 LPA
- Depends on experience and skills

Experience Needed

- Minimum 3+ years experience
- Experience as Executive Assistant or similar role

Key Responsibilities

HIRING ORGANIZATION

Confidential

EMPLOYMENT TYPE

Full-time, Part-time

JOB LOCATION

Mumbai, India

? Remote work from: India

DATE POSTED

? April 18, 2026

VALID THROUGH

2027-02-17

- Manage calendar and meetings
- Handle travel bookings and expense reports
- Prepare MIS reports weekly and monthly
- Talk with clients and vendors
- Maintain documents and reports
- Complete tasks on time with accuracy

Skills Required

- Very good communication skill
- Good email writing skill
- Ability to manage multiple tasks
- Should be stable in career

Work Timing

- US shift (6 PM to 3 AM)
- Monday to Friday
- Rotational changes possible

How To Apply

Send your CV on WhatsApp **8879477477** for quick response.