WORK VAPOR

Job Link: https://workvapor.in/jobs/executive-assistant-virtual-assistant-work-from-home/

EXECUTIVE ASSISTANT / VIRTUAL ASSISTANT – WORK FROM HOME

BASE SALARY

INR 12000 - INR 15000

DESCRIPTION

Job Role: Executive Assistant / Virtual Assistant – Work from Home

Company & Job Details

Company: Offisync Solutions
Location: Bengaluru, Karnataka
Work Mode: Remote
Experience: 1–3 Years
Salary: ?12,000–?15,000 per month
Employment Type: Full-time, Permanent
Education: Graduate
Internship Period: First 3 Months
Initial Stipend: ?12,000 per month
Incentives: Performance-Based

HR Contact Details

Contact Numbers: +91 8123863900 / +91 9019708400

Offisync Solutions is hiring an Executive Assistant to support its daily business operations. The position includes office administration, client communication, accounts, digital marketing and technology-related tasks.

Key Responsibilities

- Manage emails, calls and customer follow-ups.
- Schedule meetings and appointments.
- Coordinate with clients and team members.

HIRING ORGANIZATION

Offisync Solutions

EMPLOYMENT TYPE

Intern

JOB LOCATION

Karnataka, India
? Remote work from: India

- Assist with Tally, invoicing and basic accounts.
- Support social media and digital marketing work.
- Handle basic website and software-related coordination.
- Maintain Excel sheets, reports and documents.
- Track pending tasks and ensure timely completion.

Skills & Requirements

- Graduate with 1–3 years of relevant experience.
- Good spoken and written English.
- Knowledge of MS Office, Excel and Google Workspace.
- Good communication and coordination skills.
- Ability to manage multiple tasks independently.
- Willingness to learn different business activities.

Additional Skills (Preferred)

- Tally and basic accounting.
- CRM and customer support.
- Telecalling and client handling.
- Digital marketing and social media.
- Basic website and software knowledge.

Salary & Benefits

- Monthly salary: ?12,000–?15,000.
- First 3 months internship stipend: ?12,000 per month.
- Additional performance-based incentives.
- Remote work opportunity.
- Flexible work environment.
- Training and skill development.
- Career growth based on performance.

Preferred Candidates

- Bengaluru-based applicants.
- Candidates with personal laptop availability.
- English-speaking candidates.
- Kannada knowledge is preferred.

How to Apply

Interested candidates can contact HR at +91 8123863900 or +91 9019708400.