

WORK VAPOR

Job Link: <https://workvapor.in/jobs/executive-secretary-office-admin-hybrid-role/>

EXECUTIVE SECRETARY/OFFICE ADMIN (HYBRID ROLE)

BASE SALARY

INR 500000 - INR 900000

DESCRIPTION

Company: Trident Solutions
Position: Executive Secretary
Industry: Retail
Location: Delhi (Hybrid)
Employment Type: Full-time, Permanent
Salary: ₹5L-₹9L LPA
HR Contact: Mr. Sharma – +91 8869872484
Email: not provided

Trident Solutions is hiring an Executive Secretary (female candidates only) to support senior executives with calendar management, travel coordination, and administrative tasks. This hybrid role suits organized candidates who can manage communications, schedules, and confidential records while ensuring smooth office operations.

Key Responsibilities:

- Manage executive calendars, schedule appointments, and coordinate meetings
- Draft emails, letters, and reports on behalf of executives
- Arrange travel bookings including flights, hotels, and local transport
- Maintain and organize executive correspondence and records
- Provide day-to-day administrative support to ensure efficient operations
- Coordinate with internal teams for smooth execution of tasks

HIRING ORGANIZATION

Trident Solutions

EMPLOYMENT TYPE

Full-time

JOB LOCATION

India
? Remote work from: India

DATE POSTED

? March 9, 2026

Required Skills & Profile:

- Strong written and verbal communication skills in English
- Good command over MS Office and basic office software
- Excellent organizational skills and attention to detail
- Ability to handle confidential information responsibly
- Comfortable working in a hybrid setup and coordinating across teams
- Preferably 0–2 years of relevant experience

Work Schedule & Location:

- Hybrid role based in Delhi / NCR with some on-site days required
- Typical shift and office timings to be discussed during interview
- 5 working days per week with company-defined leave policies

Eligibility:

- Female candidates only
- Graduation not mandatory but preferred
- Immediate joiners preferred

How to Apply:

Send your resume or contact on WhatsApp at +91 8869872484