

WORK VAPOR

Job Link: <https://workvapor.in/jobs/executive-support-assistant-for-hybrid-remote-work-356760/>

EXECUTIVE SUPPORT ASSISTANT FOR HYBRID REMOTE WORK

BASE SALARY

INR 20000 - INR 26000

DESCRIPTION

CommonVision Technologies Private Limited

Executive Support Assistant | Hybrid Remote | Mumbai | ₹20,000 – ₹26,000 per month

CommonVision Technologies Private Limited is hiring an Executive Support Assistant. This is a full-time opportunity. The work setup is hybrid remote with location in Andheri, Mumbai. The role reports directly to the CMO.

This position is for someone who is organized and detail-focused. The work includes daily coordination, reminders, scheduling, and administrative support.

Contact Details

Email: hr@thecommonvision.com

About the work

You will manage records and support day-to-day operations. The company needs someone dependable who can handle small but important tasks properly. Good communication and follow-up skills are important.

What you will do

- Organize records and account details
- Maintain login and app information
- Schedule meetings and interviews
- Send reminders and follow-ups
- Handle routine admin work

HIRING ORGANIZATION

CommonVision Technologies Private Limited

EMPLOYMENT TYPE

Full-time

JOB LOCATION

Andheri, India

? Remote work from: India

DATE POSTED

? June 15, 2026

- Organize documents and workflows
- Support operational tasks
- Share updates clearly with the team

This is an execution-focused role. It does not include managerial responsibilities.

Requirements

- Good organizational skills
- Strong attention to detail
- Good communication skills
- Basic Google Workspace knowledge
- Spreadsheet handling knowledge
- Ability to work independently
- Good follow-up habit
- Comfortable with repetitive tasks

Preferred Skills

- Personal assistant experience
- Administrative support experience
- Scheduling tool knowledge
- Office software familiarity
- Typing skills
- Phone etiquette

Benefits

- Health insurance
- Provident Fund
- Hybrid work setup
- Stable full-time opportunity

Application Questions

- Current monthly CTC
- Notice period
- Communication skills

Location

Andheri, Mumbai, Maharashtra

How To Apply

Send your resume to:

hr@thecommonvision.com

RESPONSIBILITIES

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EXPERIENCE

Administrative support experience