

WORK VAPOR

Job Link: <https://workvapor.in/jobs/fresher-office-assistant-admin-support-work-from-home/>

FRESHER OFFICE ASSISTANT | ADMIN SUPPORT WORK FROM HOME

BASE SALARY

INR 10000 - INR 16000

DESCRIPTION

Job Role: Office Assistant

Company: Yasha Living Foundation

Location: Remote (Work From Home) | Kizhakkambalam, Ernakulam 683562

Job Type: Full-time

Experience: 1+ Year (Telecalling preferred)

Pay: ₹10,000 – ₹16,000 per month

Benefits: Cell phone reimbursement, Internet reimbursement, Work from home

Language Requirement: English, Malayalam

Note: Women candidates are encouraged to apply

Contact Details: Email: yshaliving@icloud.com, yshalivingtalks@gmail.com | Mobile: +91 9544408328

This job includes office work and basic marketing tasks. You will manage daily activities and help in promotions. Good communication and basic digital marketing knowledge is needed. You should be organized and active.

Key Responsibilities

- Manage daily office activities

HIRING ORGANIZATION

Yasha Living Foundation

EMPLOYMENT TYPE

Full-time

JOB LOCATION

India

? Remote work from: India

DATE POSTED

? April 1, 2026

- Handle social media and digital marketing
- Support promotional campaigns
- Conduct market research
- Manage online and offline events
- Maintain customer relations

Requirements

- Bachelor's degree in marketing or related field
- 1+ year telecalling experience preferred
- Basic digital marketing and content skills
- Good communication skills
- Ability to handle multiple tasks

What You Will Get

- Work from home flexibility
- Opportunity to learn marketing and admin work
- Supportive work environment
- Skill growth in multiple areas

Start your career with a mix of admin and marketing work.

How to Apply

Send your resume to yashaliving@icloud.com or yashalivingtalks@gmail.com

Or contact HR on **+91 9544408328**