

WORK VAPOR

Job Link: <https://workvapor.in/jobs/hiring-computer-operator-office-assistant-ms-word-361349/>

HIRING COMPUTER OPERATOR, OFFICE ASSISTANT, MS WORD

BASE SALARY

INR 10000 - INR 12000

DESCRIPTION

AuraNexa HealthTech

Mumbai District, Maharashtra

Hybrid work

Salary ?10,000 to ?12,000 per month

AuraNexa HealthTech is looking for a Computer Operator cum Office Assistant. This work is for office support and client bill handling. The person should be ready to travel in Mumbai and Navi Mumbai when needed.

Contact: +91 9987421512

Work Summary

This work includes account statement preparation and bill submission. You will also manage staff attendance and do office work on computer. Basic MS Word knowledge is required.

- Prepare account statements
- Submit bills to clients every month
- Visit clients when needed
- Prepare bills at client location
- Manage staff attendance
- Handle office work on computer

Requirements

The company wants someone who can work properly with computer files and office

HIRING ORGANIZATION

AuraNexa HealthTech

EMPLOYMENT TYPE

Full-time

JOB LOCATION

India

? Remote work from: India

DATE POSTED

? June 12, 2026

records. A laptop or desktop is required. Travel in Mumbai and Navi Mumbai should be acceptable.

- Basic MS Word knowledge
- Own laptop or desktop
- Ready to travel
- Good office handling
- Comfortable with hybrid work

Work Style

This is a full-time opening. The work is a mix of office support and client visit work. The person should be punctual and ready to manage daily tasks.

- Full-time work
- Hybrid work mode
- Client visit work
- Computer based office work

Apply Details

Interested candidates can contact on WhatsApp with resume.

Contact: +91 9987421512