

WORK VAPOR

Job Link: <https://workvapor.in/jobs/hiring-executive-assistant-recovery-officer-operations-officer/>

HIRING ORGANIZATION

Staffing Step Pvt. Ltd

EMPLOYMENT TYPE

Full-time, Part-time

JOB LOCATION

India

VALID THROUGH

2026-09-30

HIRING EXECUTIVE ASSISTANT, RECOVERY OFFICER, OPERATIONS OFFICER

DESCRIPTION

Staffing Step Pvt. Ltd

Work Mode: On-Site

Full-time roles with fixed salary

Contact (Direct): +91 9801191973

This is a simple opportunity for people who want office type work. Different roles are available based on experience. Work is related to business and management tasks. Person should have basic understanding and willingness to work.

Available Positions

- Executive Assistant
- Operations Officer
- Recovery Officer

Job Details

Executive Assistant role needs 1 to 2 years experience. Salary is ₹30,000 to ₹40,000. Work includes helping in daily office tasks and coordination.

Operations Officer role needs 2 to 4 years experience. Salary is ₹30,000 to ₹40,000. Work includes handling operations and managing processes.

Recovery Officer role is for beginners with 0 to 1 year experience. Salary is ₹20,000. Work includes basic follow-up and recovery related tasks.

Eligibility

Candidate should have bachelor's degree in business or management field. Basic communication and understanding of work is required.

Work Details

This is full-time work. Different roles are available based on experience level. Person can choose role based on eligibility.

How To Apply

Interested candidates can send resume or contact directly.

WhatsApp / Call: +91 9801191973

Email: staffingstepresumes@gmail.com