

WORK VAPOR

Job Link: <https://workvapor.in/jobs/multi-tasking-office-assistant-field-and-client-support-mumbai-341448/>

HIRING ORGANIZATION

Oswal Sales Corporation

EMPLOYMENT TYPE

Full-time

JOB LOCATION

India

? Remote work from: India

MULTI TASKING OFFICE ASSISTANT, FIELD AND CLIENT SUPPORT – MUMBAI

BASE SALARY

INR 16000 - INR 33000

DESCRIPTION

Assistant

Company Name

Oswal Sales Corporation

Location

Remote

Pay

₹16,000 – ₹33,096 per month

Job Type

Full-time

Contact Details

Oswal Sales Corporation

27/12, Anjana Estate, opp. Ratandeep Colony, Shastri Nagar, L.B.S Marg, Bhandup (W),
Mumbai – 400078, Maharashtra

Phone: +91 9136240425

Email: office@oswalfurniture.com

Email: 1oscmumbai@gmail.com

Website: www.oswalfurniture.com

Website: www.oswalsciencehouse.com

About the Work

Oswal Sales Corporation is looking for a sincere and hardworking Assistant. The work is for indoor and outdoor support. The person should be ready to travel in Mumbai and outside Mumbai when needed.

This work is practical and active. You will support the office team, site team, and personal work too. The company wants someone honest, responsible, and willing to learn.

Key Responsibilities

Office and Field Support

- Handle indoor office work
- Handle outdoor work when required
- Travel within Mumbai and outstation for assignments
- Support site visits, installations, and fittings
- Help with office and personal work
- Coordinate with staff, vendors, transport, and clients when needed

Physical and Work Support

- Assist in loading, unloading, packing, and carrying materials or bags
- Stay disciplined during travel and work
- Work well with the team
- Follow instructions carefully

Required Skills

- Basic mobile phone use and app knowledge
- Basic computer knowledge
- MS Word, Excel, Email, and WhatsApp knowledge
- Basic driving knowledge is preferred
- Physically fit for field work and travel
- Honest and punctual nature
- Good multitasking ability
- Comfortable working under guidance

Additional Requirements

- Flexible with working hours
- Ready for travel as per need
- Ready to stay with the team during outstation work if required
- Helpful attitude
- Willing to support in different work situations

What They Want

- A responsible person
- A supportive team player
- Someone active and trustworthy
- A person who can learn and grow with the company

Why This Work Can Suit You

This is a good fit for someone who likes active work. It is also suitable for someone who can handle office support and field support together. The company is looking for a dependable person.

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