WORK VAPOR

Job Link: https://workvapor.in/jobs/notes-editor-microsoft-word-excel-and-powerpoint/

NOTES EDITOR (MICROSOFT WORD, EXCEL, AND POWERPOINT)

BASE SALARY

INR 10000 - INR 15000

HIRING ORGANIZATION

BRS Global School

EMPLOYMENT TYPE

Full-time

JOB LOCATION

? Remote work from: India

DESCRIPTION

Job Role: Notes Editor

Company Details

Company: BRS Global School
Location: India
Work Mode: Remote
Salary: ?10,000–?15,000 per month
Job Type: Notes Editing
Required Skills: English grammar, proofreading, editing, and formatting.
Software: Microsoft Word, Excel, and PowerPoint.
Additional Knowledge: AI tools and academic content preparation.

Contact Details

Email: brsglobal@gmail.com
WhatsApp: 6366601920

Job Overview

BRS Global School is hiring a detail-oriented Notes Editor for its academic content team. This is a work-from-home opportunity for candidates with strong English writing and editing skills.

Responsibilities

- Prepare and edit academic notes accurately.
- Proofread content and correct grammatical errors.

- Format academic documents professionally.
- Maintain content quality and accuracy.

Requirements

- Excellent English grammar and writing skills.
- Proficiency in Microsoft Word, Excel, and PowerPoint.
- Knowledge of AI tools and their applications.
- Strong proofreading, editing, and formatting skills.
- Ability to prepare accurate academic notes.

How to Apply

Send your updated resume to brsglobal@gmail.com or contact the hiring team on WhatsApp at 6366601920.