

WORK VAPOR

Job Link: <https://workvapor.in/jobs/office-administrator-%e2%82%b914k-%e2%82%b925k-women-candidates-2/>

HIRING ORGANIZATION

VZNSTRY

EMPLOYMENT TYPE

Full-time

JOB LOCATION

Punjab, India

OFFICE ADMINISTRATOR – ₹14K–₹25K – WOMEN CANDIDATES

BASE SALARY

INR 14000 - INR 25000

DESCRIPTION

Office Administrator – ₹14,000–₹25,000 – Creative Company

Company: VZNSTRY

Position: Office Administrator

Location: Mohali, Punjab

Work Type: Full-Time, In Person

Salary: ₹14,000–₹25,000 per month

Experience: Freshers and experienced candidates can apply

Eligibility: Women candidates only

VZNSTRY is hiring an Office Administrator to support daily office operations. The company works in photography, videography, and digital media.

The position requires good communication and organizational skills. Freshers and experienced candidates are welcome.

Contact: info@vznstry.com

Key Responsibilities

- Manage calls and emails.
- Handle client communication.
- Coordinate projects with editors and management.
- Track projects and daily workflow.
- Manage schedules.
- Maintain basic office records.
- Support hiring activities.
- Assist with general office operations.

- Support the photo editing team.
- Assist with photo selection and culling.

Requirements

- Women candidates only.
- Basic computer knowledge.
- Strong communication skills.
- Good organizational skills.
- Responsible and professional approach.
- Willingness to learn.
- Hindi communication skills.
- Punjabi communication skills.
- English communication skills.
- Freshers can apply.
- Experienced candidates can apply.

Salary Details

- Freshers or candidates without experience: ₹14,000 per month.
- Freshers must agree to a 1-year employment agreement.
- Experienced candidates: ₹18,000–₹25,000 per month.
- Experienced candidates must agree to a 1.5-year employment agreement.
- Salary may be negotiated based on experience and qualifications.

Work Location

- In-person office-based work.
- Remote work is not available.
- Candidates must be available to work on-site.

How to Apply

Send your updated resume by email.

Email: info@vznstry.com

Subject: Application for Office Manager – [Your Name]

Only shortlisted candidates will be contacted for an interview.