

WORK VAPOR

Job Link: <https://workvapor.in/jobs/office-administrator-remote/>

HIRING ORGANIZATION

ScholarCo Academy – Tathvik Siksha Private Limited

EMPLOYMENT TYPE

Full-time

DATE POSTED

? October 5, 2026

JOB LOCATION

? Remote work from: India

OFFICE ADMINISTRATOR – REMOTE

BASE SALARY

INR 15000 - INR 20000

DESCRIPTION

Job Role: Office Administrator – Remote

Company: ScholarCo Academy – Tathvik Siksha Private Limited

Job Type: Full-Time | Work From Home

Salary: ₹15,000 – ₹20,000 per month

Working Hours: 2:30 PM – 10:00 PM

Location: Remote

HR Contact: Tathvik Siksha Private Limited

Email: careers.tathviksiksha@gmail.com

ScholarCo Academy is hiring a **responsible and organised Office Administrator**. The role supports daily academic and administrative operations.

The position involves coordination with staff, students, teachers, parents and management. It also includes communication, record keeping and daily administrative tasks.

Key Responsibilities:

- Manage daily administrative tasks.
- Handle internal communication.
- Handle emails, phone calls and WhatsApp messages.
- Manage other official communications professionally.
- Maintain and update student records.
- Maintain and update staff records.
- Maintain and update company records.
- Prepare documents, reports and spreadsheets.
- Prepare other administrative materials.
- Coordinate with teachers, students, parents and management.
- Assist with class scheduling.

- Assist with meetings and training sessions.
- Monitor assigned tasks.
- Follow up to ensure deadlines are met.
- Maintain proper documentation.
- Keep digital records organised.
- Provide regular updates to management.
- Assist with recruitment when required.
- Assist with employee onboarding when required.
- Support other HR and administrative activities.
- Coordinate with different teams.
- Follow up with team members about pending tasks.
- Support management in maintaining an organised workflow.
- Handle other administrative responsibilities assigned by management.

Requirements:

- Bachelor's degree in any discipline.
- Minimum **1 year of relevant administrative or office experience** is preferred.
- Freshers with the required skills may also apply.
- Good verbal and written communication skills.
- Strong organisational and time-management skills.
- Good knowledge of **MS Word, MS Excel and Google Workspace**.
- Comfortable using online communication tools.
- Ability to maintain accurate records.
- Ability to handle confidential information responsibly.
- Strong follow-up and coordination skills.
- Ability to multitask.
- Ability to prioritise tasks effectively.
- Good attention to detail.
- Ability to work independently with minimal supervision.
- Professional and polite communication with students, parents, staff and management.
- Reliable computer or laptop is required.
- Stable internet connection is essential.
- Comfortable working remotely during the specified hours.

Educational Qualification:

- Bachelor's degree or equivalent qualification.
- Degree in **Business Administration, Management, Commerce, Arts, Education or another relevant discipline**.
- Additional training or certifications in **Office Administration, HR Administration, Computer Applications, MS Office or related areas** will be an added advantage.
- Fresh graduates with good communication, organisational and computer skills may apply.

What the Company Offers:

- **100% Remote / Work From Home**
- Salary of **₹15,000 – ₹20,000 per month**
- Professional and supportive work environment
- Opportunity to develop administrative skills

- Opportunity to develop coordination skills
- Opportunity to develop professional skills
- Career growth opportunities with a developing education company
- Exposure to academic and business administration operations

Application Details:

Candidates can **apply directly through Indeed**.

Candidates can also send their updated resume to:

Email: careers.tathviksiksha@gmail.com

Subject Line: Application for Office Administrator – [Your Name]

Additional Application Details:

- **Application Question:** Native Location
- **Education:** Bachelor's required
- **Language:** English required
- **Language:** Malayalam required