

WORK VAPOR

Job Link: <https://workvapor.in/jobs/office-assistant-administration-helper/>

HIRING ORGANIZATION

Sunshine Manpower

EMPLOYMENT TYPE

Full-time, Part-time

JOB LOCATION

Dakshineswar, Kolkata, India

DATE POSTED

? March 28, 2026

OFFICE ASSISTANT, ADMINISTRATION HELPER

BASE SALARY

INR 84000 - INR 100000

DESCRIPTION

Location: Kolkata (Dakshineswar)

Salary: ₹84,000 – 1.02 Lacs P.A

Vacancies: 1

Experience: 0 – 5 Years

Contact: +91 9123094210

Job Role:

Assist with daily office operations, including pantry management, peon duties, and general office support.

Eligibility & Skills Required:

- Minimum 12th Pass
- Experience in pantry or peon activities preferred
- Good organizational skills
- Ability to manage office courier and stationery requests

Key Responsibilities:

- Assist with peon and helper duties as needed
- Maintain cleanliness and organization of office spaces
- Manage pantry operations efficiently
- Coordinate courier services and stationery requests

How to Apply / Contact:

If interested, contact +91 9123094210 to express your interest and share your details.