

WORK VAPOR

Job Link: <https://workvapor.in/jobs/office-assistant-back-office-student-support-operations-delhi/>

HIRING ORGANIZATION

Oxford Software Institute

EMPLOYMENT TYPE

Full-time, Part-time

JOB LOCATION

Nirman Vihar Branch, Delhi, India

OFFICE ASSISTANT – BACK OFFICE, STUDENT SUPPORT (OPERATIONS), DELHI

BASE SALARY

? 12000 - ? 16000

DESCRIPTION

Office Assistant – Back Office, Student Support (Operations)

Location: Nirman Vihar Branch, Delhi

Work Mode: In-person

Salary: ?12,000 to ?16,000 per month

Contact Number: 9910656115

Job Overview

This position is for office support work where daily tasks include student coordination, record keeping, and helping smooth institute operations. Work is simple but needs attention and basic computer knowledge. Freshers can also apply.

Main Work Areas

- Maintain student records, attendance, and course details
- Help in back office work and daily office files
- Coordinate with students for class timing and updates
- Support trainers and management for daily planning
- Handle basic student questions and guide them properly

Student Coordination Work

- Inform students about classes and schedules

- Help in solving small issues related to classes
- Take follow-ups for attendance and updates
- Arrange communication between students and staff

Administrative Support

- Handle Excel sheets and basic data entry work
- Keep records updated and organized
- Support daily office operations
- Assist in meetings and basic office tasks

Required Skills

- Basic computer knowledge like MS Excel and MS Office
- Good communication skill
- Simple problem-solving attitude
- Ability to handle multiple small tasks

Qualification

- Graduate preferred
- Freshers or 0–3 years experience can apply

How to Apply

Interested candidates can send CV directly on WhatsApp.
Contact Number: 9910656115