

WORK VAPOR

Job Link: <https://workvapor.in/jobs/office-assistant-evigway-technologies-private-limited/>

OFFICE ASSISTANT EVIGWAY TECHNOLOGIES PRIVATE LIMITED

JOB LOCATION

? Remote work from: India

DESCRIPTION

Job Title: Operations Assistant (Factory & Logistics) Location: Dehradun, Uttarakhand
Employment Type: Full-time
Experience Required: Fresher & Experienced Candidates Welcome
Eligibility Criteria: Minimum Qualification: 12th Pass or above
Minimum Age: 18 years

Job Summary:

We are seeking a dedicated Operations Assistant to support factory operations, coordination, and logistics. The ideal candidate will assist in day-to-day operations, inventory management, material handling, and logistics coordination. This role is open to both freshers and experienced candidates who are willing to work in a fast-paced industrial environment.

Roles & Responsibilities:

Factory Operations & Coordination: Assist in daily production operations, workflow coordination, and material handling.
Ensure smooth movement of raw materials and finished goods within the factory.
Maintain records of production, stock levels, and work progress.
Coordinate with different departments to ensure timely execution of tasks.
Monitor and report any operational issues to supervisors.

Logistics & Inventory Management: Handle incoming and outgoing shipments, packaging, and dispatching of goods.
Track inventory levels and assist in stock management.
Coordinate with transport vendors, suppliers, and warehouses for smooth deliveries.
Assist in loading/unloading and safe handling of materials.
Ensure all logistics documentation is maintained properly.

HIRING ORGANIZATION

Evigway Technologies Private Limited

EMPLOYMENT TYPE

Full-time, Part-time

BASE SALARY

INR 20,400 - INR 26,000

DATE POSTED

? March 19, 2025

VALID THROUGH

2026-07-18

APPLY NOW

Apply Now

General Support: Follow safety guidelines and ensure factory hygiene standards.
Support in basic office work, data entry, and paperwork related to operations.
Assist in quality control checks and adherence to operational protocols.
Handle any ad-hoc tasks assigned by the management.

Desired Candidate Profile:

Minimum 12th pass; diploma or technical training is a plus.
Freshers and experienced candidates are welcome.
Basic understanding of factory operations, logistics, or inventory management (preferred but not mandatory).
Willing to work in an industrial environment and handle manual tasks.
Physically fit and able to work in a factory/logistics setting.
Good coordination and communication skills for team collaboration.
Basic knowledge of MS Excel and documentation (preferred).
Ability to work in shifts as per operational needs.

Why Join Us?

Stable job opportunity in a well-established company.
On-the-job training provided for freshers.
Growth potential in factory management, logistics, or operations roles.
Exposure to defense-grade manufacturing operations.

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More about this Office Assistant job

Evigway Technologies Private Limited is aggressively hiring for the job profile of Office Assistant at Dehradun in Paltan Bazaar locality. Kindly go through the FAQs below to get all answers related to the given job.

1. How much salary can I expect as a Office Assistant in Evigway Technologies Private Limited in Dehradun?

Ans. You can expect a minimum salary of 15,000 INR and can go up to 25,000 INR. The salary offered will depend on your skills, experience and performance in the interview.

2. What is the eligibility criteria to apply for Office Assistant in Evigway Technologies Private Limited in Dehradun?

Ans. The candidate should have studied 12th Pass and people who have 0 to 31 years are eligible to apply for this job. You can apply for more jobs in Dehradun to get hired quickly.

3. Is there any specific skill required for this job?

Ans. The candidate should have Basic English skills and sound communication skills for this job.

4. Who can apply for this job?

Ans. Both Male and Female candidates can apply for this job.

5. Is it a work from home job?

Ans. No, it's not a work from home job and can't be done online. You can explore and apply for other work from home jobs in Dehradun at apna.

6. Are there any charges or deposits required while applying for the role or while joining?

Ans. No work-related deposit needs to be made during your employment with the company.

7. How can I apply for this job?

Ans. Go to the apna app and apply for this job. Click on the apply button and call HR directly to schedule your interview.

8. What is the last date to apply?

Ans. The last date to apply for this job is 03-Apr-2025.

For more details, download apna app and find Full Time jobs in Dehradun. Through apna, you can find jobs in 74 cities across India. Join NOW!