

WORK VAPOR

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

OFFICE ASSISTANT/HELPER

HIRING ORGANIZATION

SPOT Integratives Research Hub

EMPLOYMENT TYPE

Full-time

JOB LOCATION

Nagpur, Maharashtra, India

DATE POSTED

? March 23, 2026

BASE SALARY

INR 10000 - INR 12000

DESCRIPTION

Job Title: Office Assistant / Helper

Help in daily clinic work, cleaning, and supporting doctors when needed.

Organization: SPOT Integratives Research Hub

Location: Nagpur, Maharashtra

Job Type: Full-time

Experience: Freshers can apply

Salary: ?10,000 – ?12,000 per month

Work Mode: On-site

Contact Numbers: +91 7028856884, +91 8989563535

About the Company

SPOT Integratives Research Hub is a clinic-based setup focused on patient care and therapy services. The workplace offers a supportive environment with learning opportunities.

Job Overview

We are hiring an Office Assistant / Helper to support daily clinic operations. This role includes cleaning, organizing, and helping doctors or staff when required.

Key Responsibilities & Role Details

- Keep the clinic clean and support daily work
- Maintain cleanliness and hygiene of clinic
- Clean and arrange therapy/medical equipment
- Assist doctors and therapists during sessions
- Help in arranging materials and rooms
- Support basic day-to-day clinic tasks

Eligibility & Skills Required

- Minimum 10th–12th pass
- Honest and responsible attitude
- Willingness to learn and help
- Basic understanding of cleanliness and organization
- Clinic/hospital experience is a plus

Perks & Benefits

- Paid time off
- Friendly work environment
- On-the-job training
- Stable job opportunity

How to Apply

You can call or WhatsApp on the given numbers.

Contact Details:

Call/WhatsApp: +91 7028856884, +91 8989563535