

WORK VAPOR

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

HIRING ORGANIZATION

Darkk Titanss

EMPLOYMENT TYPE

Part-time

DATE POSTED

? October 3, 2026

JOB LOCATION

Madurai, India

OFFICE ASSISTANT – MADURAI

BASE SALARY

INR 16000 - INR 21000

DESCRIPTION

Job Role: Office Assistant – Madurai

Company: Darkk Titanss

Job Type: Full Time / Part Time

Work Location: Madurai

Salary: ?16,000–?21,000 per month

Working Hours: 9:30 AM to 4:00 PM

Age Limit: 18–30 Years

Workplace: Permanent

Qualification: 10th | 12th | ITI | Diploma | Any Degree

Contact: +91 9790207414

Darkk Titanss is hiring candidates for an **Office Assistant** position in Madurai. The role involves general office-related work and is suitable for candidates with different educational backgrounds.

Candidates from 10th pass to degree level can apply. The source listing also mentions full-time part-time and work-from-home options.

Key Responsibilities

- Handle general office-related tasks.
- Support daily office activities.
- Complete assigned administrative work.
- Maintain basic records and documents.
- Follow instructions from the team.
- Complete assigned tasks on time.

Requirements

- 10th pass candidates can apply.
- 12th pass candidates can apply.
- ITI and Diploma holders can apply.
- Graduates can apply.
- Age should be **18–30 years**.
- Basic communication and computer skills are helpful.
- Candidates should be responsible and punctual.

Job Details

- **Salary: ₹16,000–₹21,000 per month**
- Working hours: **9:30 AM to 4:00 PM**
- Work location: **Madurai**
- Full-time and part-time options are mentioned.
- Work-from-home option is also mentioned in the listing.

Benefits

- Cell phone reimbursement.
- Internet reimbursement.
- Flexible schedule.
- Leave encashment.
- Work-from-home option as mentioned in the listing.

How to Apply

Interested candidates can call or send their updated resume:

Phone: +91 9790207414

Mention **Office Assistant** while contacting the hiring team.