

WORK VAPOR

Job Link: <https://workvapor.in/jobs/office-assistant-telecaller-file-handling-work-administrative-assistant/>

HIRING ORGANIZATION

Confidential

EMPLOYMENT TYPE

Full-time, Part-time

JOB LOCATION

Tiruppur, India

VALID THROUGH

2026-09-30

OFFICE ASSISTANT, TELECALLER, FILE HANDLING WORK, ADMINISTRATIVE ASSISTANT

BASE SALARY

INR 20000 - INR 25000

DESCRIPTION

Work Mode: On-Site
Location: Tiruppur
Working Time: 9 AM to 4 PM with Sunday holiday

Contact (Direct): +91 7397017816

This is a simple office job opportunity in Tiruppur for people who want stable work. Different office related roles are available. Work is easy to understand and suitable for beginners as well.

Available Roles

- Office Staff
- Telecaller
- Office Assistant
- File Handling Work
- Administrative Assistant

Job Details

Work is related to basic office support tasks. Candidate will help in daily office work, communication, and file management. Training may be given based on role.

Eligibility

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Qualification can be 10th, 12th, diploma, graduate or any stream like IT, engineering or arts. Basic communication and learning attitude is enough.

Salary Details

Monthly income is ₹20,000 to ₹25,000. Extra incentives are also available based on performance.

Work Details

This is permanent job with fixed timing. Work is simple office based and suitable for freshers and experienced both.

How To Apply

Interested candidates can send resume directly on WhatsApp.

WhatsApp: +91 7397017816