

WORK VAPOR

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

HIRING ORGANIZATION

Ann Dee Industries

EMPLOYMENT TYPE

Full-time

DATE POSTED

? October 6, 2026

JOB LOCATION

Alambazar, India

OFFICE ASSISTANT

BASE SALARY

INR 9000 - INR 10000

DESCRIPTION

Job Role: Office Assistant

Company: Ann Dee Industries

Location: Alambazar, Kolkata

Job Type: Full-Time

Salary: ?9,000–?10,000 per month

Working Hours: 9:00 AM–6:00 PM

Lunch Hours: 1:00 PM–2:00 PM

Experience: 1 year preferred

Education: Bachelor's preferred

Contact Details:

Email: anndeeindustries@yahoo.com

WhatsApp: 7003086952

Ann Dee Industries is a corrugated box manufacturing company in Kolkata. The company is hiring an **Office Assistant** to handle administrative work, front desk support and accounts-related tasks.

The role includes maintaining registers, handling banking work and supporting the accounts department. Candidates should be organized and comfortable with basic office work.

Key Responsibilities

- Manage entry at the factory gate.
- Allow entry only to authorized persons.
- Maintain attendance and visitor registers.
- Maintain inward and outward registers.
- File challans and invoices properly.
- Deposit cheques at the bank.

- Collect cheques from clients within Kolkata.
- Create and verify challans.
- Check quantities against records.
- Provide details to the accounts department.
- Support invoice processing.

Required Skills

- Ability to read, write and speak English.
- Ability to read, write and speak Bengali.
- Comfortable writing and depositing cheques.
- Basic office etiquette is required.
- Polite and professional interaction with clients and team members.

Preferred Qualifications

- Bachelor's degree preferred.
- 1 year of Microsoft Office experience preferred.
- 1 year of total work experience preferred.
- Hindi language is preferred.

Benefits

- Health insurance.

Work Address

Ann Dee Industries

14, Surya Sen Road, Alambazar, Kolkata – 700308
Opposite Alamabazar Shree Shyam Mandir
Near Narayani Cinema Hall

How to Apply

Send your resume to anndeeindustries@yahoo.com or WhatsApp it to **7003086952**.