

WORK VAPOR

Job Link: <https://workvapor.in/jobs/office-representative-opening-pune-hybrid-work-350716/>

HIRING ORGANIZATION

Prometteur Solutions

EMPLOYMENT TYPE

Part-time

JOB LOCATION

411001, Pune, Maharashtra, India
? Remote work from: India

DATE POSTED

? June 3, 2026

OFFICE REPRESENTATIVE OPENING, PUNE HYBRID WORK

BASE SALARY

INR 25000 - INR 50000

DESCRIPTION

Prometteur Solutions, Office Representative Opening

Company: Prometteur Solutions

Location: Pune, Maharashtra

Work Mode: Hybrid

Job Type: Full-Time, Part-Time

Salary: ?25,000 to ?50,000 per month

Prometteur Solutions is hiring Office Representatives for office support and coordination work. This is a Pune based hybrid opening. Freshers and experienced candidates both can apply.

The company is looking for professional and organized candidates. Basic computer knowledge and communication skill are important for this work.

Interested candidates can apply directly.

Contact: +91 7823005049

About The Work

You will manage daily office tasks and support office operations. The work includes calls emails records and coordination support.

You will also help with scheduling meetings reports and customer queries. Candidates should maintain a professional behaviour during work.

Main Responsibilities

- Handle incoming calls and emails
- Maintain office records and files
- Coordinate with clients and teams
- Schedule meetings and appointments
- Support daily office operations
- Prepare reports and data entries
- Manage front desk activities
- Handle customer inquiries

Who Can Apply

- 12th pass candidates
- Graduate candidates
- Freshers
- Experienced candidates
- Candidates with MS Office knowledge
- Candidates with communication skill

Experience in office or admin work will be an advantage.

Skills Needed

- Basic computer knowledge
- MS Excel knowledge
- Email handling skill
- Good communication
- Multitasking ability
- Positive attitude
- Professional behaviour

Benefits

- Competitive salary
- Career growth support
- Friendly work environment
- Training support
- Performance incentives

How To Apply

Interested candidates can send their resume directly on contact number.

Apply Contact: +91-7823005049

RESPONSIBILITIES

- Handle incoming calls and emails
- Maintain office records and files

- Coordinate with clients and teams
- Schedule meetings and appointments
- Support daily office operations
- Prepare reports and data entries
- Manage front desk activities
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JOB BENEFITS

- Competitive salary
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SKILLS

- Basic computer knowledge
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QUALIFICATIONS

- 12th pass candidates
- Graduate candidates
- Freshers
- Experienced candidates
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- Candidates with communication skill

EXPERIENCE

in office or admin work will be an advantage.