

WORK VAPOR

Job Link: <https://workvapor.in/jobs/office-staff-%e2%82%b915000-%e2%82%b918000-in-kochi/>

HIRING ORGANIZATION

Alphapaw Pet Shop

EMPLOYMENT TYPE

Full-time

JOB LOCATION

Vennala, India

OFFICE STAFF – ₹15,000–₹18,000 IN KOCHI

BASE SALARY

INR 15000 - INR 18000

DESCRIPTION

Job Role: Office Staff

Company: Alphapaw Pet Shop & Professional Pet Grooming Destination

Location: Vennala, Kochi

Work Mode: In Person

Job Type: Full-Time

Salary: ₹15,000–₹18,000 per month

Key Skills: Malayalam, Basic Computer and Customer Handling

Industry: Pet Shop & Pet Grooming

Requirement: Genuine Interest in Pets

Contact Details:

Phone / WhatsApp: 8157999504

Alphapaw is hiring **Office Staff** for its pet shop and grooming centre in Vennala, Kochi. The role includes office work, customer handling, appointments and records.

Key Responsibilities

- Handle daily office work and records.
- Manage customer enquiries and visitors.
- Schedule grooming appointments.
- Coordinate with grooming staff.
- Maintain digital records.
- Track inventory and billing.

Requirements

- Must love working around animals.
- Good Malayalam communication.

- English/Hindi is an advantage.
- Basic MS Office, email, internet and data-entry skills.

How to Apply

Send your updated resume or contact **8157999504** on phone/WhatsApp.