

# WORK VAPOR

Job Link: <https://workvapor.in/jobs/online-virtual-assistant-micheal-works-383389/>

## HIRING ORGANIZATION

Micheal Works

## EMPLOYMENT TYPE

Part-time

## JOB LOCATION

? Remote work from: India

## ONLINE VIRTUAL ASSISTANT – MICHEAL WORKS

### BASE SALARY

INR 10000 - INR 20000

### DESCRIPTION

#### Virtual Assistant, Remote – Micheal Works

**Location:** Remote (Work From Home)

**Job Type:** Full-time / Part-time

**Salary:** ₹10,000 – ₹20,000 per month

**HR Contact:** +91 7994266768

Join Micheal Works as a Virtual Assistant. This is a remote opportunity for candidates who are organized and enjoy handling different daily tasks. Every day brings new responsibilities and learning opportunities.

**Company:** Micheal Works

**Position:** Virtual Assistant

You will assist with day-to-day tasks and provide personal support. The work requires good communication, problem-solving skills, and the ability to work independently.

#### Eligibility:

- At least 1 year of experience as a Virtual Assistant or in a similar role.
- Excellent written and spoken English.
- Available for 4 to 5 hours per day.
- Comfortable using AI tools such as Claude.
- Reliable internet connection.
- Good organizational and time management skills.
- Willingness to learn new tasks.

**Key Responsibilities:**

- Handle daily administrative tasks.
- Follow instructions and complete assigned work.
- Communicate clearly and professionally.
- Use AI and productivity tools efficiently.
- Manage tasks independently.
- Support day-to-day operations.

**Benefits:**

- Work from home.
- Flexible work schedule.
- Performance-based salary growth.
- Long-term career opportunity.

**Application Process Guide:**

Send your CV through WhatsApp along with a short introduction about yourself and your previous experience.

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