

WORK VAPOR

Job Link: <https://workvapor.in/jobs/part-time-office-work-flexible-hours/>

HIRING ORGANIZATION

Varanasi Ranzers

EMPLOYMENT TYPE

Full-time, Part-time

JOB LOCATION

Varanasi

PART-TIME OFFICE WORK – FLEXIBLE HOURS

DESCRIPTION

We are hiring for **part-time office work** for individuals seeking flexible work hours and a stable monthly income. Ideal for students, freshers, or anyone looking to earn extra income through organized, light office tasks.

Position Type:

Part-time

Work Type:

In-Office / Hybrid (as per availability)

Salary:

₹15,000 – ₹20,000 per month

Key Responsibilities:

- Handling paperwork and office files
- Basic data entry tasks
- Coordinating internal communication
- Light administrative support work

Eligibility:

- Minimum age: 18 years

- Basic knowledge of computer operations
- Good communication and organizational skills

? **Interested?** Drop your **Name** or contact us for more details.