WORK VAPOR

Job Link: https://workvapor.in/jobs/part-time-personal-assistant-work-from-home/

PART-TIME PERSONAL ASSISTANT – WORK FROM HOME

BASE SALARY

INR 10000 - INR 20000

DESCRIPTION

Job Role: Part-Time Personal Assistant to Founder – Work from Home

Company & Job Details

Company: Cyber Guard Solutions Team (CGST)
Location: Remote (Kerala Candidates Preferred)
Work Mode: 100% Work from Home
Salary: Starting from ?10,000 per month
Experience: Freshers Can Apply
Job Type: Part-time
Working Hours: 3 Hours Per Day
Working Days: Monday to Friday
Total Work Hours: 15 Hours Per Week

HR Contact Details

Email: careers@cyberguardsolutionsteam.in
Website:

Cyber Guard Solutions Team is hiring a Personal Assistant to support its Founder with daily office work. The position involves managing schedules, emails, meetings and business communication. Freshers with good communication and organisational skills can apply.

Key Responsibilities

- Manage the Founder’s calendar, appointments and meetings.
- Schedule Google Meet calls and handle follow-ups.
- Draft professional emails and messages.

HIRING ORGANIZATION

Cyber Guard Solutions Team (CGST)

EMPLOYMENT TYPE

Part-time

JOB LOCATION

Kerala, India
? Remote work from: India

- Contact clients and business partners when required.
- Coordinate interview schedules and recruitment tasks.
- Maintain documents, records and meeting notes.
- Track pending tasks and share daily updates.
- Coordinate with team members and external contacts.
- Handle confidential company information carefully.

Eligibility & Skills

- Excellent Malayalam communication skills.
- Good spoken and written English.
- Strong organisational and time-management skills.
- Knowledge of Gmail, Google Calendar, Google Meet and MS Office.
- Good email writing and communication skills.
- Basic computer knowledge.
- Personal laptop and reliable internet connection.
- Ability to work independently and follow instructions.
- Kerala candidates are preferred.

Work Schedule & Benefits

- Monthly salary: ?10,000 onwards.
- 3 hours per day, Monday to Friday.
- 15 working hours per week.
- Fully remote work.
- Flexible schedule.
- Training and guidance will be provided.

Who Can Apply?

Freshers and experienced candidates can apply. Previous experience as a Personal Assistant, Executive Assistant or Office Coordinator is an advantage. Cybersecurity industry experience is not required.

How to Apply

Interested candidates can apply through Indeed or email their updated resume to careers@cyberguardsolutionsteam.in.