

WORK VAPOR

Job Link: <https://workvapor.in/jobs/personal-assistant-%e2%82%b930k-%e2%82%b960k-food-and-accommodation/>

HIRING ORGANIZATION

Swarg Gold Touch Ltd.

EMPLOYMENT TYPE

Full-time

JOB LOCATION

Shahapur, Maharashtra, India

PERSONAL ASSISTANT – ₹30K–₹60K – FOOD AND ACCOMMODATION

BASE SALARY

INR 30000 - INR 60000

DESCRIPTION

Personal Assistant – ₹30,000–₹60,000 – Live-In Opportunity

Company: Swarg Gold Touch Ltd.

Position: Personal Assistant

Location: Shahapur, Thane, Maharashtra

Work Type: Full-Time, Live-In

Salary: ₹30,000–₹60,000 per month

Experience: 2–5 years preferred

Openings: 2

Candidate Preference: Women candidates

Swarg Gold Touch Ltd. is hiring a Personal Assistant for its Managing Director. This is a live-in position at Kuber Darbar in Shelawali, Shahapur.

Relocation is required. The location is approximately 75 km from Mumbai. Food and accommodation will be provided.

Contact: +91 9167776611

Key Responsibilities

- Provide daily administrative and personal assistance.
- Manage the Managing Director's schedule.
- Schedule meetings, appointments, and calls.
- Coordinate with clients, employees, and business associates.
- Handle phone calls and messages.
- Manage emails and other communication.
- Maintain documents, files, and records.

- Handle confidential information with discretion.
- Prepare reports, presentations, notes, and correspondence.
- Follow up on assigned tasks.
- Coordinate with different departments.
- Arrange travel, accommodation, and transportation.
- Maintain daily reminders and schedules.
- Support personal and professional requirements.
- Handle urgent tasks when required.

Eligibility

- 2–5 years of relevant experience is preferred.
- Strong communication and coordination skills.
- Good organizational skills.
- Ability to handle confidential information.
- Professional and responsible approach.
- Willingness to relocate.
- Comfortable with a live-in arrangement.
- Women candidates are preferred.

Special Opportunity

The selected candidate will receive training through the **Kuber Golden Temple Making & Management Training Program**. The training includes exposure to temple operations, administration, and management.

Facilities

- Food provided.
- Accommodation provided.
- Full-time live-in opportunity.
- Administrative and management exposure.
- Training and professional development.

How to Apply

Interested candidates can call or send their updated resume.

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Contact Person: Manilal Chheda, Managing Director