WORK VAPOR

Job Link: https://workvapor.in/jobs/personal-assistant-excel-and-canva-wfh/

PERSONAL ASSISTANT – EXCEL AND CANVA WFH

BASE SALARY

INR 25000 - INR 30000

DESCRIPTION

Job Role: Personal Assistant – Work from Home

Company & Job Details

Company: Reach Bigger
Location: Remote (Hiring Office: Sector 47, Gurugram)
Experience: Minimum 6 Months of Relevant Experience
Salary: ?25,000–?30,000 per month
Openings: 1
Employment Type: Full-time, Permanent
Working Days: Monday to Friday
Shift Timing: 7:00 PM – 5:00 AM IST
Weekly Off: Saturday and Sunday

Contact Details

Call / WhatsApp: +91 9999191362

Reach Bigger is hiring a Personal Assistant to manage daily business and administrative tasks. The job involves client communication, email handling, record management and general office support.

Main Responsibilities

- Handle incoming calls and client queries.
- Manage professional emails and replies.
- Maintain client and lead records in Excel.
- Prepare service contracts using Canva templates.

HIRING ORGANIZATION

Reach Bigger

EMPLOYMENT TYPE

Full-time

JOB LOCATION

? Remote work from: India

- Organise company documents and spreadsheets.
- Support daily business activities.
- Complete assigned tasks and follow-ups on time.

Required Skills

- Minimum 6 months of relevant work experience.
- Excellent spoken and written English.
- Basic knowledge of Microsoft Excel and Canva.
- Personal laptop or computer with high-speed internet.
- Good organisational and time-management skills.
- Ability to handle multiple tasks independently.
- Professional communication and attention to detail.

Salary & Work Benefits

- Monthly salary: ?25,000–?30,000.
- 100% work from home.
- Fixed night shift.
- Saturday and Sunday off.
- Full-time position.

Important: Candidates must be comfortable working from 7:00 PM to 5:00 AM IST.

How to Apply

Interested candidates can apply through Indeed or send their updated CV through WhatsApp at +91 9999191362. Mention your experience and knowledge of Excel and Canva.