

WORK VAPOR

Job Link: <https://workvapor.in/jobs/personal-assistant-executive-assistant-368835/>

HIRING ORGANIZATION

Confidential

EMPLOYMENT TYPE

Full-time

JOB LOCATION

? Remote work from: India

DATE POSTED

? July 4, 2026

PERSONAL ASSISTANT / EXECUTIVE ASSISTANT

BASE SALARY

INR 15000 - INR 18000

DESCRIPTION

Personal Assistant / Executive Assistant

We are hiring for a Personal Assistant and Executive Assistant role. This is a full-time remote work from home position. The salary is ₹15,000 to ₹18,000 per month.

There is no direct contact number mentioned in this job post. Application is through Google Form only.

Apply here: <https://forms.gle/jwSdejJrgCUUAbD8A>

You will manage daily schedules and appointments. You will handle emails and WhatsApp communication. You will also support basic administrative work and client follow-ups.

Key responsibilities

- Manage schedules and appointments
- Handle emails and WhatsApp messages
- Follow up with clients
- Maintain records and documents
- Support daily admin tasks
- Coordinate basic work updates

Skills required

- Fluent English speaking and writing
- Good communication skills
- Strong organization ability
- Laptop and stable internet required

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- Freshers with good English can apply
- Basic professionalism in communication

Other details

This is a work from home role. The selection process includes Google Meet interview and short English assessment. Education required is 12th pass or graduate. Experience 0–2 years preferred.

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