

WORK VAPOR

Job Link: <https://workvapor.in/jobs/personal-assistant-personal-secretary-fresher-female-candidates/>

HIRING ORGANIZATION

Legal Services (LSC)

EMPLOYMENT TYPE

Full-time

JOB LOCATION

India

? Remote work from: India

DATE POSTED

? March 7, 2026

PERSONAL ASSISTANT / PERSONAL SECRETARY – FRESHER FEMALE CANDIDATES

BASE SALARY

INR 100000 - INR 600000

DESCRIPTION

Company: Legal Services (LSC)

Position: Personal Assistant / Personal Secretary

Industry: Analytics / KPO / Research

Location: Bengaluru, Karnataka

Employment Type: Full Time, Permanent

Salary: ?1L-?6LPA

HR Contact: +91 9059054049

Total Openings:

- 1 position available

Eligibility Criteria:

- Female candidates only
- Any Bachelor's Degree (Freshers can apply)
- Good communication and organizational skills
- Basic computer knowledge such as MS Word, Email, and Internet

Work Responsibilities:

- Assist with academic research and administrative tasks
- Manage correspondence and documentation
- Maintain records and files properly
- Support basic office coordination activities

Preferred Candidates:

- Candidates interested in academic-related work
- Organized and responsible individuals

How to Apply:

Send your resume or contact on WhatsApp at +91 9059054049