

# 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