

WORK VAPOR

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

PERSONAL ASSISTANT

JOB LOCATION

? Remote work from: India

DESCRIPTION

- Maintain front office reception area
- Welcome customers/guests and answer their queries
- Answer phone calls, emails and maintain booking/appointment record
- It is a Full Time Receptionist job for candidates with 6 months – 4 years of experience.

More about this Personal Assistant job

Please go through the FAQs to get all answers related to the given Personal Assistant job

- What is the eligibility criteria to apply for this Personal Assistant job?

Ans: The candidate should be Graduate and above and above with 6 months – 4 years of experience of experience

- How much salary can I expect for this job role?

Ans: You can expect a salary of ?12000 – ?25000 per month that depends on your interview. It's a Full Time job in Patna.

- How many working days are there for this Personal Assistant job?

Ans: This Personal Assistant job will have 6 working days.

- Are there any charges applicable while applying or joining this Personal Assistant job?

Ans: No, there is no fee applicable for applying this Personal Assistant job and during the employment with the company, i.e., TRAIL TRADE INDIA PRIVATE LIMITED.

- Is it a work from home job?

Ans: No, it's not a work from home job and can't be done online.

- How many openings are there for this Personal Assistant role?

Ans: There is an immediate opening of 2 Personal Assistant at TRAIL TRADE INDIA PRIVATE LIMITED

- Who can apply for this job?

Ans: Only Female candidates can apply for this Receptionist job.

- What are the timings of this Personal Assistant job?

Ans: This Personal Assistant job has 10:00 AM – 06:30 PM timing.

HIRING ORGANIZATION

Trail Trade India Private Limited

EMPLOYMENT TYPE

Full-time, Part-time

BASE SALARY

INR 20,000 - INR 26,000

DATE POSTED

? March 19, 2025

VALID THROUGH

2026-07-18

APPLY NOW

Apply Now

Candidates can call HR for more info.