

WORK VAPOR

Job Link: <https://workvapor.in/jobs/personal-secretary-cum-receptionist/>

PERSONAL SECRETARY CUM RECEPTIONIST

BASE SALARY

INR 25000 - INR 45000

DESCRIPTION

Job Title: Personal Secretary cum Receptionist
Manage office tasks and handle client communication with professionalism.

Organization: Sain Security and Manpower Solution Private Limited
Location: Karol Bagh
Employment Type: Full-time
Salary: ₹25,000 – ₹45,000 per month
Experience: Freshers & experienced can apply
Qualification: Graduate
Contact: WhatsApp/Call – +91 8076489318

About the Company

Sain Security and Manpower Solution Pvt. Ltd. provides staffing and security services. The company focuses on professional workforce management and client support.

Job Overview

This role is suitable for candidates who are confident and presentable. You will handle administrative tasks and manage client interactions at the office.

Key Responsibilities & Role Details

- Manage front office and assist with daily admin work
- Handle client communication and queries
- Maintain office records and documents
- Support management in daily tasks
- Ensure smooth office coordination

HIRING ORGANIZATION

Sain Security and Manpower Solution Private Limited

EMPLOYMENT TYPE

Full-time

JOB LOCATION

Karol Bagh, India

DATE POSTED

? March 24, 2026

Eligibility & Skills Required

- Graduate in any field
- Good communication skills
- Presentable personality
- Basic admin and computer knowledge
- Ability to handle clients professionally

Perks & Benefits

- Good salary package
- Professional office environment
- Growth opportunities

How to Apply

Call or WhatsApp for quick application (urgent hiring).

You can send your resume to the given email/phone/WhatsApp.

Phone/WhatsApp: +91 8076489318