

WORK VAPOR

Job Link: <https://workvapor.in/jobs/remote-admin-executive-opening-in-education-and-edtech-sector-351307/>

HIRING ORGANIZATION

AnVeda

EMPLOYMENT TYPE

Full-time

JOB LOCATION

India

? Remote work from: India

DATE POSTED

? June 10, 2026

REMOTE ADMIN EXECUTIVE OPENING IN EDUCATION AND EDTECH SECTOR

BASE SALARY

INR 10000 - INR 25000

DESCRIPTION

AnVeda Hiring Admin Assistant

AnVeda is hiring Admin Executive for remote work. This is a full-time opportunity in Education and EdTech sector. The selected candidate will support iQuery ScholarSkool and AnVeda teams together.

Salary is ?10,000 to ?25,000 per month. Candidates with 1 to 3 years experience can apply.

Email: info@scholarskool.com

Email: info@anvedaai.com

About The Company

iQuery ScholarSkool and AnVeda work in academic support skill development and AI-based learning solutions. The company is growing fast and looking for organized candidates who can manage daily operations smoothly.

About The Work

The selected candidate will handle administrative work across multiple teams. The role includes office coordination scheduling HR support invoicing and communication management.

Candidates should be comfortable in fast-paced work environment.

Main Responsibilities

- Handle daily admin operations
- Coordinate with vendors and service providers
- Maintain office records and trackers
- Support invoice and payment follow-ups
- Manage reimbursements and expense records
- Help with recruitment coordination
- Schedule interviews and meetings
- Maintain employee attendance and leave records
- Support onboarding and offboarding work
- Manage calendars and travel arrangements
- Draft internal communication documents

Skills Required

- MS Office knowledge
- Google Workspace knowledge
- Good communication skills
- Multitasking ability
- Attention to detail
- Organizational skills
- Confidential information handling

Who Can Apply

- Graduates from any discipline
- Business Administration candidates
- Commerce background candidates
- Admin support experienced candidates
- EdTech or startup experienced candidates

Benefits

- Exposure to operations finance and HR work
- Direct work with founders
- Growth opportunities
- Collaborative work culture
- Multi-functional learning experience

How To Apply

Interested candidates should send updated resume with subject line:

Application – Admin Executive | Your Name

Send resume on:

info@scholarskool.com

info@anvedaai.com

RESPONSIBILITIES

- Handle daily admin operations
- Coordinate with vendors and service providers
- Maintain office records and trackers
- Support invoice and payment follow-ups
- Manage reimbursements and expense records
- Help with recruitment coordination
- Schedule interviews and meetings
- Maintain employee attendance and leave records
- Support onboarding and offboarding work
- Manage calendars and travel arrangements
- Draft internal communication documents

JOB BENEFITS

- Exposure to operations finance and HR work
- Direct work with founders
- Growth opportunities
- Collaborative work culture
- Multi-functional learning experience

SKILLS

- MS Office knowledge
- Google Workspace knowledge
- Good communication skills

- Multitasking ability
- Attention to detail
- Organizational skills
- Confidential information handling

QUALIFICATIONS

- Graduates from any discipline
- Business Administration candidates
- Commerce background candidates
- Admin support experienced candidates
- EdTech or startup experienced candidates