WORK VAPOR

Job Link: https://workvapor.in/jobs/remote-administrative-assistant-night-shift/

REMOTE ADMINISTRATIVE ASSISTANT – NIGHT SHIFT

BASE SALARY

INR 180000 - INR 300000

DESCRIPTION

Job Role: Administrative Assistant – Remote Night Shift

Company: Navjeet Oil Carrier
Industry: Courier / Logistics
Job Type: Full Time | Permanent | Work From Home
Experience: 0–1 Year
Salary: ?1.8–3 Lacs P.A.
Work Location: Remote
Hiring Office: Chandigarh
Shift: Night Shift
Working Hours: 5:00 PM to 2:00 AM IST
Openings: 1
Education: Any Graduate

HR Contact: Navjeet Oil Carrier
Email: navjeetoil2002@gmail.com
SMS Only: +91 88997 73385

Navjeet Oil Carrier is hiring an Administrative Assistant for a full-time remote position. The work includes handling daily administrative tasks and maintaining emails records spreadsheets and documents.

The position is suitable for candidates who can work independently from home and are comfortable with night shifts. Good English communication and basic computer skills are required.

Key Responsibilities

HIRING ORGANIZATION

Navjeet Oil Carrier

EMPLOYMENT TYPE

Full-time

DATE POSTED

? September 30, 2026

JOB LOCATION

? Remote work from: India

- Handle daily administrative and operational tasks.
- Manage emails correspondence and documentation.
- Maintain records spreadsheets and databases.
- Perform data entry and check information for accuracy.
- Prepare reports and administrative documents.
- Coordinate with team members.
- Follow up on pending tasks.
- Provide general administrative support.
- Maintain confidentiality and professional standards.
- Complete assigned work accurately and on time.

Requirements

- 0–1 year of relevant experience.
- Minimum 6 months of administrative or relevant experience is mentioned in the requirements.
- Good written and verbal English communication.
- Good computer and typing skills.
- Basic knowledge of MS Office or Google Workspace.
- Strong attention to detail.
- Good organisational and time management skills.
- Ability to manage multiple tasks.
- Comfortable working independently from home.
- Comfortable working night shifts.

What Is Offered

- Work From Home position.
- Fixed night-shift schedule.
- Professional work environment.
- Opportunity for professional growth.
- Full-time employment.

Skills

- Office Administration
- Administrative Support
- Data Entry
- Documentation
- Filing
- Time Management
- MS Office
- Google Workspace
- Communication Skills
- Computer Skills

How to Apply

Send your updated CV or resume to:

Email: navjeetoil2002@gmail.com

SMS Only: +91 88997 73385

Mention **Administrative Assistant – Application** when contacting the company.