

# WORK VAPOR

Job Link: <https://workvapor.in/jobs/remote-personal-assistant-female-calls-emails-and-basic-office-tasks/>

## HIRING ORGANIZATION

Confidential

## EMPLOYMENT TYPE

Full-time, Part-time

## JOB LOCATION

? Remote work from: India

## DATE POSTED

? April 11, 2026

## VALID THROUGH

2027-02-11

## REMOTE PERSONAL ASSISTANT (FEMALE) – CALLS, EMAILS, AND BASIC OFFICE TASKS

### DESCRIPTION

We are hiring **Personal Assistant (Female)** for **Zarnetic**. This is a **100% work from home job**, but it is a **night shift role**, so you should be comfortable working at night. If you are organized and can handle communication properly, you can apply.

For quick details or to apply, you can contact:

**WhatsApp:** +91 7860572173

**Email:** [Zarnetic@gmail.com](mailto:Zarnetic@gmail.com)

### About this work

In this job, you will support daily work like **handling calls, emails, and basic office tasks**. You will also follow up with clients and help in smooth communication. Work is simple but needs **responsibility and attention**.

### Work details

- **Work mode:** Work from home
- **Shift:** Night shift
- **Gender:** Female only

### Who can apply

- Female candidates
- Good in **English, Hindi, and Gujarati**
- Basic experience in assistant or admin work (good if you have)
- Comfortable with night shift timing

### What you will do

- Handle incoming and outgoing calls

- Reply to emails and manage communication
- Do basic data entry and documentation
- Follow up with clients and team

## Why you can join

This is a good opportunity if you want **work from home job with stable role**. You can learn communication and admin work while working remotely.

## Important note

- Only serious candidates should apply
- **No direct calls**, only message on WhatsApp
- Must be available for night shift

## How to apply

If you are interested, send your CV on WhatsApp or email.

**WhatsApp:** +91 7860572173

**Email:** [Zarnetic@gmail.com](mailto:Zarnetic@gmail.com)