

WORK VAPOR

Job Link: <https://workvapor.in/jobs/tech-support-executive/>

HIRING ORGANIZATION

Softmate Systems

EMPLOYMENT TYPE

Full-time

JOB LOCATION

Garhchiroli, India

DATE POSTED

? March 23, 2026

TECH SUPPORT EXECUTIVE

BASE SALARY

INR 10000 - INR 15000

DESCRIPTION

Job Title: Tech Support Executive

Provide technical assistance and support for software, hardware, and IT-related issues at our office.

Organization: Softmate Systems

Location: Garhchiroli, Maharashtra, India

Employment Type: Full-time

Salary: ?10,000 – ?15,000 per month

Contact: WhatsApp – +91 96653 85591 / +91 95790 81398 | Email – hr@softmatesystems.com

About Company

Softmate Systems specializes in IT solutions and technical support services. Our team is committed to delivering reliable and professional tech assistance to ensure smooth operations for clients and internal users alike.

Role Overview

We are looking for a proactive Tech Support Executive to handle IT support requests, troubleshoot technical issues, and assist staff with software and hardware problems. The candidate should be communicative, presentable, and knowledgeable in basic computer operations.

Key Responsibilities

- Respond to IT support requests via calls, email, and in-person
- Troubleshoot basic software and hardware issues
- Maintain records of support requests and resolutions
- Assist in installation and configuration of computer systems

- Ensure smooth day-to-day IT operations

Requirements

- Any Graduate (IT or BCA preferred)
- Good communication and interpersonal skills
- Presentable and professional
- Basic computer knowledge and troubleshooting skills

How to Apply

WhatsApp your CV: +91 96653 85591 / +91 95790 81398

Email your Resume: hr@softmatesystems.com