

# WORK VAPOR

Job Link: <https://workvapor.in/jobs/virtual-administrative-assistant-remote-farm-support/>

## HIRING ORGANIZATION

Confidential

## EMPLOYMENT TYPE

Full-time, Part-time

## JOB LOCATION

? Remote work from: India

## DATE POSTED

? April 7, 2026

## VIRTUAL ADMINISTRATIVE ASSISTANT – REMOTE FARM SUPPORT

### BASE SALARY

INR 16000 - INR 22000

### DESCRIPTION

**Job Role:** Virtual Administrative & Operations Assistant

**Qualification:** Certificate / Diploma in Business Administration, Agriculture, or Related Field

**Experience:** Experienced Candidates Preferred

**Work Mode:** Remote (Work From Home)

**Job Type:** Full Time

**Application Deadline:** 20th April 2026

#### Contact Details:

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

#### About the Role

This is a remote job where you will support farm operations by handling administrative tasks, communication, and coordination. Ideal for candidates with agriculture background and strong computer skills.

#### Key Responsibilities

- Manage daily admin tasks and maintain records
- Coordinate between management and farm staff
- Prepare reports using MS Office or Google Workspace
- Track farm activities, inventory, and supplies

- Organize digital files (Google Drive, etc.)
- Support planning, scheduling, and workflow
- Handle emails and communication professionally

### **Requirements**

- Background or experience in agriculture/farm operations
- Experience in admin or operations support
- Good computer knowledge (MS Office / Google Workspace)
- Strong communication and organizational skills
- Ability to work independently

### **Technical Requirements**

- Personal laptop
- Smartphone with internet
- Stable internet connection
- Basic knowledge of email and cloud tools

### **How to Apply**

Send your CV to apply before the deadline.

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