

WORK VAPOR

Job Link: <https://workvapor.in/jobs/virtual-assistant-%e2%82%b98000-%e2%82%b910000-remote-part-time/>

HIRING ORGANIZATION

Pencil Designers

EMPLOYMENT TYPE

Part-time

JOB LOCATION

? Remote work from: India

VIRTUAL ASSISTANT – ₹8,000–₹10,000 – REMOTE PART-TIME

BASE SALARY

INR 8000 - INR 10000

DESCRIPTION

Virtual Assistant – ₹8,000–₹10,000 – Remote Part-Time

Company: Pencil Designers

Position: Virtual Assistant

Location: Remote

Salary: ₹8,000–₹10,000 per month

Employment Type: Part-Time

Pencil Designers is looking for a responsible and organized Virtual Assistant. The main focus will be client group monitoring, team follow-up, administrative work, and task management.

Contact: +91 7517273734

Key Responsibilities

- Monitor client WhatsApp groups regularly.
- Identify pending requirements and corrections.
- Track complaints and unanswered messages.
- Monitor Designer and Video Editor groups.
- Follow up on pending work.
- Coordinate with team members.
- Prepare daily client group check reports.
- Assist with AI research and related tasks.
- Use ChatGPT, Claude, and other AI tools.
- Assist with content research and calendars.
- Manage and post social media content.
- Handle back-office and administrative tasks.

- Maintain task lists.
- Remind about important meetings and calls.
- Follow up on pending activities.

Candidate Requirements

- Good organizational skills.
- Strong follow-up skills.
- Good observation skills.
- Responsible and reliable work approach.
- Good typing skills.
- Professional phone etiquette.
- Personal assistant experience is preferred.
- Basic knowledge of AI tools is useful.
- Ability to work independently from home.

Important Skills

- Virtual Assistance
- Client Coordination
- WhatsApp Management
- Team Follow-Up
- Administrative Support
- Task Management
- Content Research
- Social Media Management
- ChatGPT
- Claude
- Microsoft Excel

Work Benefits

- Work from home.
- Remote working environment.
- Flexible work opportunity.
- Exposure to AI-based tasks.
- Experience in client and team coordination.

How to Apply

Interested candidates can contact the hiring team through WhatsApp.

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