

WORK VAPOR

Job Link: <https://workvapor.in/jobs/virtual-assistant-mortgage-admin-night-shift/>

HIRING ORGANIZATION

Kimpex Business Solutions LLP

EMPLOYMENT TYPE

Full-time, Part-time

JOB LOCATION

Ahmedabad, Gujarat, India

DATE POSTED

? April 11, 2026

VALID THROUGH

2026-07-11

VIRTUAL ASSISTANT – MORTGAGE ADMIN (NIGHT SHIFT)

BASE SALARY

INR 20000 - INR 22000

DESCRIPTION

Company: Kimpex Business Solutions LLP

Location: Ahmedabad, Gujarat (In-office)

Job Type: Full-time

Shift: Night Shift (Canadian business hours)

Salary: ?20,000 – ?22,000 per month + incentives

Contact Details:

- Phone / WhatsApp: +91 7567401150
- Email: kandy7734@outlook.com

Job Overview

- Company is hiring Virtual Assistants for mortgage backend work
- Non-calling and non-customer-facing role
- Suitable for freshers and graduates
- Work involves computer-based administrative tasks

Key Responsibilities

- Request documents through internal coordination
- Review basic financial and application documents
- Enter data into loan applications
- Upload documents to lender portals
- Coordinate with appraisers and lawyers (backend)
- Maintain compliance and organize files

Eligibility

- Freshers and graduates can apply
- No prior experience required

Skills Required

- Strong attention to detail
- High accuracy in work
- Good computer and typing skills
- Ability to follow instructions and processes
- English fluency not mandatory

Benefits

- Performance-based incentives
- Growth opportunities in international mortgage operations
- Stable full-time role

How to Apply

- Send your resume with below details:
 - Education
 - Computer skills (Excel, typing, etc.)
 - Availability for night shift
- Contact: +91 7567401150
- Email: kandy7734@outlook.com