

WORK VAPOR

Job Link: <https://workvapor.in/jobs/work-from-home-remote-office-assistant-freshers-welcome/>

HIRING ORGANIZATION

NovaEdge Business Solutions

EMPLOYMENT TYPE

Full-time, Part-time

JOB LOCATION

INDIA

? Remote work from: INDIA

WORK FROM HOME – REMOTE OFFICE ASSISTANT (FRESHERS WELCOME)

DESCRIPTION

Company Name: NovaEdge Business Solutions
Job Role: Virtual Office & Admin Support Executive
Job Type: Work from Home – Full-Time / Part-Time
Salary Range: ?13,000 – ?26,000 per month
Location: PAN India (Remote)
Contact Number: +91 98998 70134

? Job Description:

NovaEdge is hiring Virtual Assistants to support day-to-day business operations from home. Tasks include basic admin work, handling emails, managing data, and online follow-ups. No prior experience is required.

? Responsibilities:

- Manage documents and emails
- Coordinate with team members
- Maintain Excel sheets and reports
- Perform internet-based research
- Follow up on assigned tasks

? Requirements:

- 12th Pass minimum
- Knowledge of MS Office or Google Sheets

- Decent typing and communication skills
- Own laptop or smartphone with internet

? Benefits:

- 100% remote job
- Flexible working hours
- Training provided
- No fieldwork

? Apply Now:

Call or WhatsApp: **+91 98998 70134**