

WE ARE HIRING!

JOB OPENING

ADMIN ASSISTANT

We are looking for an **Admin Assistant** for our office.

RESPONSIBILITIES

- Assist in daily office administrative work
- Handle documents and filing
- Perform computer-related tasks (MS Office, email, etc.)
- Manage courier / bank-related work
- Support office coordination

REQUIREMENTS

- Basic to good computer knowledge (MS Office)
- Good communication and responsible attitude
- Education: Graduate / Master's Degree

EXPERIENCE

- Freshers can apply (Experience preferred)



LOCATION

A-602, Empire Business Hub,
Science City Rd, Sola,
Ahmedabad, Gujarat 380060

SALARY

As per discussion

CONTACT

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**INTERESTED CANDIDATES
CAN CONTACT IMMEDIATELY.**

