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Unique Organics Limited

E-521, Sitapura Industrial Area, Jaipur 302022

Office Assistant

Full Time

Location -Jaipur

Job Summary

We are looking for a sincere and detail-oriented Office Assistant to support our **Export Department and Accounts Team**. The ideal candidate should be organized, willing to learn, and capable of handling multiple responsibilities efficiently.

Responsibilities & Duties: -

Export Documentation Support:

- Prepare and maintain export documents such as invoices, packing lists, shipping instructions, BL copies, certificates, etc.
- Coordinate with internal teams for shipment documentation and follow-up
- Maintain export records, files, and documentation database
- Assist during exports and ensure timely paperwork completion

Accounts & Office Support:

- Assist in basic accounting entries and record maintenance
- Support invoice filing, payment tracking, and document organization
- Coordinate with accounts team for routine office work
- Handle data entry, and administrative tasks as required
- Provide general office assistance across departments when workload permits

Qualification & Skills

- Graduate (B.Com preferred)
- 1–2 years' experience in office/admin, export, or accounts role preferred
- Basic understanding of export documentation will be an advantage
- Knowledge of MS Excel, Word, Email handling, and data entry
- Good communication and organizational skills
- **Attention to detail and willingness to learn**

Benefits

- ESI
- Provident Fund
- Cell Phone reimbursement
- Leave Encashment & Paid Leave
- Bonus
- Food allowance