



OSN FABTECH

<https://www.osnfabtech.com/job/admin-operations-executive-job-in-vadodara/>

Reception / Admin Operations Executive job in Vadodara (Female Only) – OSNFABTECH

Description

About OSNFABTECH

OSNFABTECH is a growing industrial fabrication company based in Vadodara, Gujarat. We specialize in high-quality fabrication solutions for various industries. With a reputation for reliability and timely delivery, we've built strong relationships with our B2B clients across India. We're now looking for a smart, proactive, and organized **Reception/Admin Operations Executive** to join our office team and be a key part of our growing operations.

Responsibilities

Key Responsibilities

- Manage the front desk: handling calls, emails, and visitors.
- Maintain employee attendance records (especially for site teams).
- Perform **daily data entry** and update Excel sheets.
- Prepare and maintain **salary sheets** in coordination with accounts.
- Oversee **stationary stock** and office supplies.
- Handle **vendor communication and coordination**.
- Support basic **HR functions** like document collection, onboarding assistance, etc.
- Assist with simple presentations and internal documentation.
- Be a solution-finder when dealing with basic software issues or tech challenges.
- Maintain a clean and efficient office environment.

Qualifications

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- Graduate in any field (Commerce or Administration background preferred).
- 1-3 years of experience in similar roles (freshers with good skills can apply).
- Basic proficiency in English, Hindi, and Gujarati.

Job Benefits

Why Join OSNFABTECH?

- Friendly and professional work environment.
- Opportunity to grow in administrative and operations roles.
- Exposure to real-time industry-level processes.
- Learn HR, accounts, and vendor management at the ground level.

Contacts

Hiring organization
OSNFABTECH

Employment Type
Full-time

Beginning of employment
ASAP

Duration of employment
Permanent

Industry
Industrial Fabrication

Job Location
0 - 104, Shyamal Park Lane, near Nilamber Oriens, Sunpharma Road, Atladara, Vadodara, Vadodara, 390012, India

Working Hours
9:30 AM to 6:30 PM

Base Salary
₹ 10,000 - ₹ 15,000

Date posted
April 7, 2025

Valid through
07.06.2025

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