

## Job Opening: Receptionist

Company Name: Sri Ram Spinning Mills

Job Title: Receptionist

Job Type: Full Time

Category: Administration

Experience Level: Fresher

Salary: INR 20000 - INR 22000

Job Location: Himayangar

### Job Description:

- Handle daily office operations and ensure smooth administrative functioning.
- Answering calls and managing communication at the front desk.
- Greet and assist visitors, clients, and guests in a professional manner.
- Manage appointments and coordinate scheduling.
- Perform general clerical duties and data entry as required.