

# sri chamundi enterprises

**Dear All,**

**Sri Chamundi Enterprises** is a reputed trading and distribution firm dealing with customer inquiries, vendor dispatches, and day-to-day operational tasks. The company is currently hiring an Office Coordinator to support routine administration, communication, and logistics coordination from its Secunderabad office.

**Role:** Office Coordinator

**Verticals:** - Operations & Administration

**Vacancy:** 1 position

**Job Location:** Secunderabad, Hyderabad

**CTC:** ₹15,000 – ₹20,000 per month

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## **Eligibility:**

- 1–2 years of experience in office administration or coordination roles
- Good communication and organizational skills
- Ability to manage customer/vendor follow-ups and handle petty cash
- Basic understanding of logistics, transport negotiation, and dispatch

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## **Job Description:**

Sri Chamundi Enterprises is hiring an Office Coordinator to manage incoming calls, vendor communication, material delivery coordination, and office support. The ideal candidate should be able to multitask, handle walk-in customers, and ensure smooth daily operations.

**Responsibilities:**

- Attend and respond to phone calls from customers and vendors
- Coordinate material deliveries and dispatch with vendors and transporters
- Negotiate basic terms with transporters and track dispatch status
- Follow up on pending delivery or customer-related issues
- Handle petty cash and maintain accurate expense records
- Greet and assist walk-in customers at the office
- Maintain general office organization and support administrative tasks