

Dear All,

RK Agencies is currently hiring for the role of **Sales & Operations Executive** at its Goshamahal location. This position involves a combination of field and office responsibilities, including marketing activities and inventory management.

Role: Sales & Operations Executive

Vertical: Operations & Admin

Vacancy: 1 position

Job Location: Goshamahal, Hyderabad

CTC: ₹18,000 – ₹40,000 per month

Employment Type: Full Time

Experience: Fresher / Experienced

Job Description:

The selected candidate will be responsible for managing day-to-day marketing activities and supporting backend operations through inventory management and coordination. The role requires proactive communication, organizational skills, and the ability to manage both field work and administrative duties.

Responsibilities:

- Execute and support marketing campaigns and outreach.
- Maintain inventory records and ensure proper stock management.
- Handle both customer-facing and internal coordination activities.
- Prepare daily operational reports and assist with logistics planning.
- Support office functions and coordinate with suppliers or vendors as needed.

Eligibility:

- Graduate in any discipline.
- Good communication and interpersonal skills.
- Basic computer proficiency (MS Office preferred).
- Willingness to take on both office and on-field responsibilities.