

Dear All,

Telangana Spinning Mills is a growing industrial unit involved in spinning and textile processing, located in Secunderabad, Hyderabad. The company is currently hiring **Operations Executives** to streamline internal coordination, manage workflow, and support daily administrative functions.

Role: Operations Executive

Verticals: – Operations & Administration

Vacancy: 1 position

Job Location: Secunderabad, Hyderabad

CTC: ₹25,000 per month

Age Requirement: 21–35 years

Eligibility:

- Fresher to 2 years of relevant experience
- Any graduate (degree in business administration or related fields preferred)
- Proficient in MS Office and basic computer skills
- Good written and verbal communication
- Strong coordination and multitasking abilities
- Local candidates preferred

Job Description:

Telangana Spinning Mills is looking for an Operations Executive to assist in smooth daily functioning across departments. The ideal candidate will play a key role in internal documentation, tracking schedules, supporting reporting, and handling basic data coordination.

Responsibilities:

- Assist in internal workflow coordination between departments
- Maintain accurate documentation and follow-ups
- Handle day-to-day reporting, scheduling, and file management
- Support senior staff in administrative operations
- Communicate with teams for status updates and task tracking
- Use MS Office tools to maintain basic reports and records