

# WORK VAPOR

Job Link: <https://workvapor.in/jobs/front-office-and-admin-executive-rajkot/>

## FRONT OFFICE AND ADMIN EXECUTIVE RAJKOT

### BASE SALARY

INR 15000 - INR 25000

### DESCRIPTION

**Job Role:** Front Office Executive / Receptionist / Admin Executive

**Company:** Agrolt Solutions Pvt Ltd

**Location:** Shapar Industrial Area, Rajkot, Gujarat

**Salary:** ₹15,000 – ₹25,000 per month

**Job Type:** Full-time, Permanent

**Experience:** 1–3 years

**Benefits:** Cell phone reimbursement, food provided, health insurance, leave encashment, paid sick time, Provident Fund

**Work Mode:** In person

#### Contact Details:

**Email:** [hr@agrolt.com](mailto:hr@agrolt.com)

**WhatsApp:** +919879723451

#### Description:

Manage the front desk, handle calls, and assist with office tasks. Coordinate with visitors and support HR and admin work. Simple office work but needs good communication and organisation.

#### Tasks You Will Do

### HIRING ORGANIZATION

Agrolt Solutions Pvt Ltd

### EMPLOYMENT TYPE

Full-time

### JOB LOCATION

Shapar Industrial Area, 360001, Rajkot, Gujarat, India

### DATE POSTED

? March 30, 2026

- Manage front desk and welcome visitors professionally
- Maintain visitor entry and courier records
- Handle incoming calls, emails, and intercom communication
- Coordinate meeting room bookings and visitor meetings
- Support administration, office coordination, and documentation
- Assist HR with attendance and basic data entry

#### **Skills You Need**

- Good communication and interpersonal skills
- Basic knowledge of MS Office (Excel, Word)
- Ability to handle multiple office tasks
- Professional and presentable personality
- Fluent in Gujarati, Hindi, and basic English

#### **Work Advantages**

- Full-time stable job in office environment
- Health insurance and paid leave benefits
- Food provided and Provident Fund
- Opportunity to learn front office and admin coordination

#### **How to Apply:**

Send your CV via email or WhatsApp to the contacts below.

#### **Contact Details:**

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**WhatsApp:** +919879723451