

WORK VAPOR

Job Link: <https://workvapor.in/jobs/rto-process-executive-vehicle-registration-and-documentation/>

HIRING ORGANIZATION

SPA Motors Private Limited

EMPLOYMENT TYPE

Full-time

DATE POSTED

? October 6, 2026

JOB LOCATION

Thanjavur, India

RTO PROCESS EXECUTIVE – VEHICLE REGISTRATION AND DOCUMENTATION

BASE SALARY

INR 12000 - INR 15000

DESCRIPTION

Job Role: RTO Process Executive

Company: SPA Motors Private Limited

Location: Thanjavur

Work Mode: In Person

Salary: ?12,000–?15,000 per month

Qualification: Any Degree / Diploma

Experience: Freshers can apply

Key Requirement: System knowledge is mandatory

Industry: Automobile

Contact Details:

Contact: 79045 35094

Email: hr.exe@spamotors.in

SPA Motors Private Limited is hiring an **RTO Process Executive** in Thanjavur. The role focuses on vehicle registration and RTO-related documentation.

The selected candidate will coordinate with RTO offices and internal teams. The work also includes maintaining records and following up on pending registrations.

Key Responsibilities

- Handle vehicle registration work.
- Manage RTO-related processes.
- Prepare and maintain RTO documents.
- Update vehicle details in the system.
- Coordinate with RTO offices.

- Coordinate with internal teams.
- Follow up on pending registrations.
- Follow up on pending documents.
- Maintain proper records.
- Ensure timely completion of RTO processes.

Requirements

- System knowledge is mandatory.
- Basic computer knowledge.
- Basic MS Excel knowledge.
- Good communication skills.
- Good coordination skills.
- Any Degree or Diploma.
- Freshers can apply.
- RTO experience is an advantage.
- Automobile dealership experience is an advantage.

Job Location

Thanjavur TVS

64, Pudukkottai Road, Arulananda Nagar East Extension,
Annai Sathya Nagar, Thanjavur – 613007

Benefits

- Health insurance.
- Paid time off.
- Provident Fund.

How to Apply

Send your resume to **hr.exe@spamotors.in** or contact **79045 35094**.