https://jobfever.govhelp.in/job/cognizant-recruitment-2024-job-alerts-operations-assistant-post/

Cognizant Recruitment 2024 – Job Alerts – Operations Assistant Post

Job Location
India
Remote work from: IND

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Base Salary
USD 20,900 - USD 28,400

Qualifications
Graduate

Employment Type
Full-time

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Hiring organization
Cognizant

Date posted
January 8, 2024

Valid through
31.08.2024

APPLY NOW

Description

Cognizant Recruitment 2024

We're seeking a bright and proactive Operations Assistant to join our dynamic team. In this fast-paced role, you'll play a crucial role in supporting daily operations, ensuring smooth workflows, and contributing to operational excellence. You'll have the opportunity to learn from experienced professionals, tackle diverse tasks, and see the direct impact of your work on our success.

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Cognizant Jobs Near Me

Responsibilities:

- Manage calendars and schedule meetings for senior staff.
- Organize travel arrangements and logistics.
- Coordinate with internal departments and external vendors.
- Prepare and process documents, reports, and presentations.
- Maintain accurate records and filing systems.
- Assist with project management tasks, including tracking progress and managing deadlines.
- Identify opportunities for process improvement and streamline workflows.
- Implement new initiatives and procedures to enhance operational effectiveness.
- Analyze data and provide insights to improve decision-making.

Cognizant Careers

Skills:

- Excellent organizational and time management skills.
- Strong attention to detail and accuracy.
- Proficient in MS Office Suite and other relevant software applications.
- Effective communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Problem-solving and critical thinking skills.
- Ability to prioritize and manage multiple tasks simultaneously.

Important Links   **Find the Link in Apply Now Button**