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Cognizant Recruitment 2024 – Job Card – Operations Assistant Post

Hiring organization
Cognizant

Job Location

India
Remote work from: IND

Date posted
January 10, 2024

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Valid through
31.08.2024

Base Salary

USD 20,900 - USD 28,400

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

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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.

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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.

Important Skills Ability to prioritize and manage multiple tasks simultaneously. **Find the Link in [Apply Now](#) Button**

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