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Operations Coordinator Jobs In Cognizant – Job Alert – Job Vacancy For Cognizant

Hiring organization
Cognizant

Job Location

India
Remote work from: IND

Date posted
January 26, 2024

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Valid through
31.08.2024

Base Salary
USD 14 - USD 24

APPLY NOW

Qualifications
Graduate

Employment Type
Full-time

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Description

Operations Assistant Jobs In Cognizant

We're looking for a bright and enthusiastic Operations Coordinator to join our dynamic team. In this role, you'll play a vital role in ensuring the smooth operation of our business by providing administrative support, coordinating tasks, and maintaining accurate records.

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Cognizant Jobs Near Me

Responsibilities:

- **Coordinate project logistics:** Manage project timelines, schedules, and resources. Liaise with internal and external stakeholders to ensure smooth execution.
- **Administrative excellence:** Maintain accurate and up-to-date records, including project documentation, reports, and meeting minutes. Prepare presentations and communication materials.
- **Process optimization:** Identify and implement workflow improvements to enhance efficiency and productivity. Analyze data to identify potential bottlenecks and propose solutions.

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Cognizant Careers

Skills:

- Strong organizational and time management skills.
- Excellent communication and interpersonal skills, both written and verbal.
- Proficient in MS Office Suite (Word, Excel, PowerPoint).
- Ability to prioritize tasks and work independently under pressure.
- Detail-oriented and meticulous with a strong focus on accuracy.

Tags: cognizant recruitment, cognizant jobs, cognizant Job Vacancy, cognizant work from home, cognizant Jobs For Freshers, cognizant hiring 2024, cognizant data entry jobs, cognizant careers, cognizant recruitment, vacancy job alert, Jobs Near Me, All Jobs For You, Latest Job

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