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Operations Coordinator Jobs In Cognizant – Job Alerts – Fast Job Search For Cognizant

Hiring organization
Cognizant

Job Location

India
Remote work from: IND

Date posted
January 20, 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.

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Important Links **Find the Link in [Apply Now](#) Button**

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