Amul Recruitment 2023 – Jobs Near Me – Operations Assistant Post

Hiring organization
Amul

Job Location
India
Remote work from: IND

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Date posted
August 10, 2023

Valid through
27.12.2023

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Base Salary
USD 36,000 - USD 56,000

Qualifications
Bachelor's degree

Employment Type
Full-time

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Description

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The Operations Assistant is responsible for providing administrative and clerical support to the Operations team. This includes tasks such as managing calendars and schedules, preparing reports, filing documents, and responding to customer inquiries. The Operations Assistant will also be responsible for assisting with special projects as needed.

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Amul Careers

Responsibilities:

- Manage calendars and schedules for the Operations team
- Prepare reports on operations metrics and activities
- File and maintain documents
- Respond to customer inquiries
- Assist with special projects
- Other duties as assigned

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Amul Jobs Near Me

Skills:

- Strong organizational and time management skills
- Excellent written and verbal communication skills
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Ability to work independently and as part of a team
- Ability to meet deadlines and work under pressure
- Attention to detail

Qualifications:

- Bachelor's degree in business administration or a related field
- 1-2 years of experience in a similar role
- Strong analytical and problem-solving skills
- Ability to work independently and as part of a team
- Ability to meet deadlines and work under pressure
- Attention to detail

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

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