



<https://jobroll.govhelp.in/job/hitachi-recruitment-2023-jobs-near-me-operations-assistant-post/>

## Hitachi Recruitment 2023 – Jobs Near Me – Operations Assistant Post

**Hiring organization**  
Hitachi

### Job Location

India  
Remote work from: India

**Date posted**  
August 26, 2023

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**Valid through**  
31.12.2023

### Base Salary

USD 20,000 - USD 22,000

APPLY NOW

### Qualifications

Graduate

### Employment Type

Full-time

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### Description

## Hitachi Recruitment 2023

The Operations Assistant is responsible for providing administrative support to the Operations team. This includes a variety of tasks, such as:

- Answering phones and responding to emails
- Managing calendars and scheduling appointments
- Preparing and distributing reports
- Filing and organizing documents

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### Hitachi Jobs Near Me

#### Responsibilities:

- Provide administrative support to the Operations team
- Answer phones and respond to emails
- Manage calendars and schedule appointments
- Prepare and distribute reports
- File and organize documents
- Order office supplies
- Assist with travel arrangements
- Other administrative duties as assigned

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## Hitachi Careers

### Skills:

- Strong organizational and time management skills
- Excellent communication and interpersonal skills
- Proficient in Microsoft Office Suite
- Ability to work independently and as part of a team
- Attention to detail and accuracy

### Qualifications:

- High school diploma or equivalent
- 1-2 years of experience in an administrative role
- Proficiency in Microsoft Office Suite

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

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