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Information Officer Post In Infosys – Jobs Near Me – Job Vacancy For Freshers

Hiring organization
Infosys

Job Location

India
Remote work from: India

Date posted
January 19, 2024

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Valid through
31.08.2024

Base Salary
USD 18 - USD 30

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Qualifications
Graduate

Employment Type
Full-time

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Description

Information Officer Post In Infosys

As an Information Officer (IO) at Infosys, you will be responsible for the accurate and timely acquisition, organization, analysis, and dissemination of information within your assigned area of expertise. You will be a knowledge hub, supporting internal stakeholders with research, data compilation, and insightful reports to inform decision-making.

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Infosys Careers

Responsibilities:

- Conduct research and gather information from various sources, including internal databases, external publications, and industry reports.
- Analyze and synthesize information to create concise and comprehensive reports, presentations, and briefings.
- Maintain and update internal knowledge repositories, ensuring easy access and accuracy of information.
- Monitor industry trends and identify relevant insights to keep stakeholders informed.
- Respond to information requests from internal teams and ensure timely resolution.
- Develop and implement effective information management processes and systems.
- Collaborate with cross-functional teams to share knowledge and expertise.

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Infosys Jobs Near Me

Skills & Qualifications:

- Excellent research and analytical skills.
- Strong written and verbal communication skills.
- Proficiency in information retrieval and data analysis tools.
- Ability to manage and prioritize multiple tasks effectively.
- Strong attention to detail and accuracy.
- Excellent organizational and time management skills.
- Bachelor's degree in Information Science, Library Science, Business Administration, or a related field (freshers welcomed).
- Strong computer skills with proficiency in MS Office Suite.

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