

## Sony Recruitment 2023 - All India Jobs - Operations Coordinator Post

**Hiring organization**  
Sony

### Job Location

India  
Remote work from: India

**Date posted**  
August 26, 2023

**Valid through**  
31.12.2023

### Base Salary

USD 28,000 - USD 35,000

APPLY NOW

### Qualifications

formeshi

### Employment Type

Full-time

(adsbygoogle = window.adsbygoogle || []).push({});

### Description

## Sony Recruitment 2023

The Operations Coordinator is responsible for providing administrative and operational support to the Operations department. This includes maintaining records, tracking inventory, preparing reports, and coordinating with internal and external stakeholders. The ideal candidate will be organized, detail-oriented, and have strong communication and interpersonal skills.

(adsbygoogle = window.adsbygoogle || []).push({});

### Sony Jobs Near Me

#### Responsibilities:

- Maintain records and databases of operational data
- Track inventory and supplies
- Prepare reports and presentations
- Coordinate with internal and external stakeholders
- Assist with special projects
- Other duties as assigned

(adsbygoogle = window.adsbygoogle || []).push({});

### Sony Careers

#### • Skills:

- Proficient in Microsoft Office Suite (Excel, Word, PowerPoint)

- Experience with database management software
- Strong organizational and time management skills
- Excellent written and verbal communication skills
- Ability to work independently and as part of a team
- Ability to meet deadlines and handle multiple priorities

### **Qualifications:**

- Bachelor's degree in business administration, operations management, or a related field
- 1-2 years of experience in a similar role
- Strong attention to detail and accuracy
- Ability to work under pressure and meet deadlines
- Commitment to excellence and continuous improvement

Important Links

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

```
(adsbygoogle = window.adsbygoogle || []).push({});
```

```
(adsbygoogle = window.adsbygoogle || []).push({});
```