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Urgent Hiring Infosys – Jobs in Kolkata – Operations Assistant in Infosys

Hiring organization
Infosys

Job Location

College Square, 700007, Kolkata, West Bengal, India

Date posted
January 16, 2024

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Valid through
31.08.2024

Base Salary

USD 18 - USD 28

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

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Description

Urgent Hiring Infosys

As an Operations Assistant at Infosys Kolkata, you'll be the backbone of efficient project operations. You'll handle a variety of administrative tasks, from data management and reporting to document processing and communication coordination. Your organizational skills, attention to detail, and proactive approach will be key in ensuring smooth project execution and exceeding client expectations.

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Infosys Jobs Near Me

Responsibilities:

- **Data management and reporting:** Maintain accurate records, prepare reports, and track project progress using designated systems.
- **Document processing and filing:** Manage project documents efficiently, ensuring proper filing and accessibility.
- **Communication coordination:** Facilitate communication between team members, clients, and stakeholders, keeping everyone informed.
- **Travel and logistics arrangements:** Handle travel bookings, visa applications, and other logistical arrangements for project teams.
- **Meeting and event organization:** Plan and manage project meetings, conferences, and other events effectively.

- **Adhere to company policies and procedures:** Ensure compliance with established guidelines and maintain data confidentiality.

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Infosys Careers

Skills:

- **Strong organizational and time management skills:** Ability to prioritize tasks, meet deadlines, and maintain a high level of accuracy.
- **Excellent communication and interpersonal skills:** Ability to communicate effectively both in writing and verbally with diverse stakeholders.
- **Proactive and detail-oriented:** A natural problem-solver with a keen eye for detail and a proactive approach to identifying and resolving issues.
- **Technical aptitude:** Basic computer skills and willingness to learn new software applications.
- **Adaptability and resilience:** Ability to handle dynamic workloads, adapt to changing priorities, and thrive in a fast-paced environment.

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