

# HReade

<https://hreade.com/jobs/operations-executive/>

## Operations Executive

### Description

Oversees the operational and administrative activities at every level of the company and ensures a high degree of accuracy is maintained on all transactions, and reports and strategizing process improvements to ensure other employees complete their tasks on schedule.

### Responsibilities

### Qualifications

- Minimum of a bachelor's degree from a reputable and accredited university.

### Technical Requirements

- Proficiency in operations management and office administration.
- Proficiency in the use of Microsoft Office tools.

### Experience

- 2 to 3 years of experience in a small company with similar experience.

### Skills

- Presenting and communicating information.
- Working with people.
- Leading and Supervising.
- Deciding and Initiating Action.
- Adhering to Principles and Values.
- Analyzing.
- Delivering results and meeting customers' expectations.
- Writing and Reporting.
- Copying with pressures and setbacks.
- Applying expertise and technology.

### Employment Type

Full-time

### Job Location

Victoria Island

### Date posted

May 8, 2024