

HReade

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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