

Siemens Recruitment 2023 – Jobs Near Me – Operations Assistant Post

Hiring organization
Siemens

Job Location

India
Remote work from: India

Date posted
January 21, 2023

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Valid through
30.09.2025

Base Salary

Rs. 12,000 - Rs. 20,000

APPLY NOW

Qualifications

12th, Graduate

Employment Type

Full-time

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Description

Siemens Jobs in India

The Operations Assistant provides support to the Operations Manager and staff in the areas of office management, research, and event coordination.

Siemens Jobs For Freshers

Key Responsibilities: -Manage office operations, including supplies and equipment -Coordinate and schedule events -Provide customer service -Prepare correspondence -Conduct research

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Work From Home Jobs

Qualifications:

-1-3 years of experience in an administrative role -Strong customer service skills
-Excellent organizational skills -Strong research skills

Important Links

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

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