



<https://www.workbetterindia.com/job/operations-executive/>

## Operations Executive

### Employment Type

Full-time

### Responsibilities

- To manage training MIS in an effort to increase the operational effectiveness.
- Create excel templates for data collection and reporting.
- Collate and consolidate raw data from training calendars.
- Transform the raw data related to training workshops using MS Excel.
- Share the reports to the respective trainers.
- Ensure timely delivery and quality of reports to the trainers.
- Coordination related to training workshops PAN India
- Analyse problems and discover the best ways to solve them.

### Qualifications

- Bachelor's degree in any field.
- Any credible EXCEL-related certifications will be preferable.
- 0-1 year of experience in the relevant domain.

### Skills

- An impeccable command over written and spoken English.
- Ability to work in a high-pressure environment and deliver results.
- Must possess computer literacy and knowledge of MS Office (Word, Excel & Outlook).
- Should have the ability to multi task.

### Job Benefits

- Based on your current CTC, competitive as per Industry Standards.
- Learning opportunity, with a free hand to deliver, innovate and work with industry experts and high-profile clients.

### Hiring organization

Work Better Training

### Job Location

Work From Home

### Working Hours

5 DAYS (Mon-Fri) 9:30 AM- 6:30 PM

### Date posted

September 28, 2021