

# Turkey Jobs Expertini®

## Department Operations Assistant

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Company: Huawei Telekomünikasyon Dış Ticaret Ltd

Location: İstanbul

Category: other-general

We are looking for **Department Operations Assistant** to perform a variety of **administrative** and **HR tasks**. Duties of the **Department Operations Assistant** include providing support to our managers, employees and HR Team, assisting in daily office needs and managing our company's general administrative activities

### Requirements

### Job Responsibilities

Coordinating asset (device) management and tracking of the projects and reporting the status on a monthly basis

Assisting management for the operational tasks such as meeting arrangements, account keeping, etc.

Supporting employees and teams by performing tasks related to organization and strong communication

Working closely with department HRBP for organizing teambuilding activities, delivering end-to-end internal employee engagement plans to inspire and engage employees to create a better atmosphere in the department

Supporting recruitment processes if needed (interview arrangement and follow-up)

Executing administrative operations for a successful Day 1 for the newcomers to the organization

Providing information by answering questions and requests by the 150+ employees in the department

Provide recommendations and suggestions for improvements in department operations

### **Job Qualifications**

Proficient in technology especially Microsoft Office applications is a must

Excellent oral and written communication skills in English is a must

Strong problem-solving and analytical skills (especially good at reporting)

Excellent work follow-up skills

Excellent social and presentation skills

High self-initiative with the ability to work well under pressure

Able to work effectively with minimal supervision and highly collaborative

Preferably proven experience in working in business operations

### **Benefits**

Discount at MSc/PhD programs from several top universities;

Employee Gift Packs for special events;

Online training platforms (Udemy, O'Reilly, Raywenderlich, Packt);

External certification support;

A culture of continuous development: conferences, in-house events & Tech Talks to stay up-to-date on current research and technology;

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