Operations Director Assistant
Juárez, México

Position Purpose
The assistant director of operations is a professional who supports the director in various activities, procedures and operations in order to reduce the workload for him.

Essential Duties & Responsibilities

• Keep the agenda of the operations director day by day
• Scheduling of meetings and conferences
• Preparation of reports
• Sent daily reports, minutes, emails, reports.
• Organization of meetings
• Schedule the driver's agenda

Knowledge / Skills / Abilities

• Expert in handling Office and Outlook packages
• Self directed
• Conflict Resolution
• Proactive
• Autofocus
• Excellent in Data Mining
• Leadership
• Oral and written communication (excellent spelling)
• Relationship capacity at managerial and managerial levels

Qualifications / Prior Experience:

• Language: English + 85%
• Schooling: Bachelor’s degree in administrative areas
• Experience: 2 years minimum in a similar position