Our company is looking for an ops-support. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for ops-support

- Placing decals on new UFIT workstation computer equipment
- Physical inventories at various sites
- Processing computer surplus requests to Asset Management, and annual inventory of decaled property
- Producing Quotes for computer and hardware purchases (training will be provided)
- Conduct shift turnover meetings to communicate any problems that are currently being addressed and any problems encountered to the next shift
- Support to existing and future international flight procedure and airspace design efforts
- Provide technical and procedure design support to ongoing and future projects through review and drafting of reports, procedures designs, benefit analysis, community outreach, and other general technical support
- Develop and maintain proficiency in various design tools
- Remain current in and distribute knowledge of criteria changes and industry trends
- Operations, patient satisfaction, and staff support

Qualifications for ops-support

- Develop and maintain strong relationships with Client Service team
- Ensuring that operational risks are recognized and escalated

- Banking / Finance fresh graduate are welcomed
- Interest towards progressing in B&F industry