

JOB DESCRIPTION – OPERATIONS EXECUTIVE

About HackIT

HackIT Technology and Advisory Services is an IT/Cyber Security company, operating since 2009. HackIT is an Indian Computer Emergency Response Team, CERT-IN (www.cert-in.org.in) empaneled provider for IT Security Audit Services. HackIT provides a broad range of security consulting and advisory services to a diverse group of clients, including government organizations, corporations, Military establishments, financial institutions and start-up, to name few. Our work spans multiple sectors and industries, including Telecommunications, Defense and Military, ITeS, Financial Services, Aviation, Hospitality, Healthcare and Research. We work end-to-end—from diagnosis to delivery of lasting impact — together generating tangible results that are improving the security posture of organizations worldwide.

Job Title • Operations Executive

Location • Kochi

Job Overview

We are looking for a detail-oriented Operations Executive to support and manage day-to-day operational activities. The role involves close coordination with internal teams to ensure smooth office operations, compliance with policies, and effective administrative support across functions.

Job Responsibilities

- Manage daily office operations and ensure smooth coordination across departments.
- Handle office administration, documentation, and record management.
- Provide communication support, including internal coordination and official correspondence.
- Support HR operations such as onboarding coordination, employee records, and basic HR administration.
- Oversee facility management activities to ensure a safe and efficient workplace.
- Manage office inventory, procurement, and vendor coordination.
- Coordinate travel arrangements including bookings and expense documentation.
- Support execution of daily operational activities and process improvements.
- Ensure adherence to internal policies, procedures, and compliance requirements.

Mandatory Skillsets

- Prior experience in office operations or administrative coordination.
- Experience in vendor coordination and procurement activities.
- Familiarity with travel coordination and expense management.
- Understanding of organizational policies and compliance requirements.
- Ability to handle confidential information with integrity.
- Strong coordination skills to work with cross-functional teams.

- Proactive attitude with the ability to anticipate operational needs.
- Exposure to IT / corporate office environments is an added advantage.

Technical Skillsets

- Proficiency in MS Office (Word, Excel, PowerPoint, Outlook).
- Strong documentation and report preparation skills.
- Ability to manage and maintain operational records and databases.
- Basic understanding of office systems, tools, and workflows.
- Experience in inventory tracking and administrative tools (preferred).

Non-Technical Skillsets

- Strong verbal and written communication skills.
- Excellent organizational and time-management abilities.
- Logical and strategic thinking skills.
- Ability to multitask and prioritize work effectively.
- Capability to work independently with minimal supervision.
- High attention to detail with a strong problem-solving mindset.
- Proactive attitude and team collaboration skills.

Qualification

- Bachelor's degree in Business Administration, Management, Commerce, or a related field.
- Equivalent professional qualification or diploma in Operations / Administration will be considered.

Experience

- 1–2 years of experience in operations, administration, or a related role.
- Experience in corporate or IT office environments is preferred.

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