

## **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](http://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.

<b>Job Title</b>	<ul style="list-style-type: none"><li>• Operations Executive</li></ul>
<b>Location</b>	<ul style="list-style-type: none"><li>• Kochi</li></ul>

### **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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