

RU/CRC/JO/2025/067

Dated: 06th August 2025

Truffle Systems APAC.

🔊 **Job Opportunity for Freshers** – Operation Executive (2024 passed out & 2025 passed out)

Company: Truffle Systems APAC | Location: Ahmedabad, Gujarat

🌐 **Website:** www.trufflesystems.in

Position: Operation Executive (Fresher Level)

🎓 **Eligibility:** MBA (Operations / General Management) – Fresher

🚀 **Openings:** 2 | 📁 **Type:** Full-Time | On-Site

🕒 **Shift:** Day Shift (General Office Hours)

Role Overview:

We are hiring energetic and detail-oriented MBA freshers for the role of Operation Executive. This role is ideal for candidates who are passionate about optimizing processes, coordinating, internal functions, and ensuring smooth organizational operations.

Key Responsibilities:

- Assist in planning and execution of operational processes
- Coordinate with internal departments for task completion
- Monitor project workflows and timelines
- Maintain operational records and reports
- Support management in administrative and process tasks

Skills Required:

- Strong organizational and multitasking abilities
- Excellent written and verbal communication
- Basic knowledge of business operations and process flow
- Proficiency in MS Office tools
- Attention to detail and problem-solving attitude

📅 **Last Date to Apply:** 7th August 2025, by 3:00 PM

🔗 **Apply Now:** <https://forms.gle/SCLzpoPTnj1hp4Bv6>

📌 **Note:** Apply only if you're genuinely interested in a career in Sales. Read JD carefully before applying.

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