



Operations Administrative Assistant

Basic Function:

To assist Project Coordinators and Project Managers in tracking customer presold inventory with manufacturers and assists in project administration such but not limited to record keeping, tracking, data entry, job costing, and order processing.

Specific Responsibilities and Duties:

- Reviews and tracks ship dates for adherence to original requirements
- Interfaces with manufacturers, as necessary, regarding shipping schedules and special instructions for manufacturing/shipping
- Maintains and updates order records in company business system.
- Data entry of job costing
- Data entry of receipt and transfer of customer inventory in Inventory Management System (IMS)
- Punch Order Processing
- Assigned as needed

SUPERVISORY RESPONSIBILITIES

This position has no permanent supervisory responsibilities, but duties require the Operations Administrative Assistant to temporarily direct and coordinate the actions of several different supporting positions within the project team.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations in English. Ability to write reports, and business correspondence (such as proposals, quotations, letters) in English. Ability to effectively present information, written and verbal, in English, and respond to questions from groups of managers, clients, vendors, and the general public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. **CERTIFICATES, LICENSES, REGISTRATIONS** Proof of valid California state drivers' license, and proof of insurance of an operable vehicle required.