Downloaded from <https://www.velvetjobs.com/job-descriptions/operations-admin>

# Example of Operations / Admin Job Description

Our company is looking for an operations / admin. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for operations / admin

* Liaises between purchasing and design studio outsource
* Coordinates model decorating
* Liaises between division management and model decorating firm
* Suggests and picks out new design selections
* Runs option frequency reporting to ensure our option program is adequate
* May handle design studio appointments as needed
* Assist with subcontractor management including issuance of purchase orders and follow up on close out of work
* Ensure effective communication with clients
* Provides clerical and administrative support, including the preparation of correspondence such as letter writing, transcribing, copying and distributing, filing, and processing mail, facsimiles and other correspondence
* Assist with compliance and training files and documentation

## Qualifications for operations / admin

* Must have a minimum of 2 year's experience working in an operations or maintenance environment
* Previous experience working in a KPI driven environment would be ideal
* Timekeeping and/or payroll experience an asset
* HS graduation and four years of related administrative experience or an equivalent combination of education and experience
* Ability to work up to ten hour shifts on your feet on a warehouse production floor
* Interacts with other OpCo associates in a friendly, timely and quality manner