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# Example of Operations Administrator Job Description

Our innovative and growing company is looking to fill the role of operations administrator. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for operations administrator

* Assure DOT Records are in compliance utilizing company and area processes
* Assure training documentation forms are entered into the company training system
* Types, files, prepares correspondence
* Create master catalogs for footwear & eyewear (US & CA) to be used by all account executives to place pre-book orders and at-once orders
* Serve as liaison to account executives & customer service representatives by relaying new booking seasons, pre-book deadlines, and order entry errors that are being resolved
* Proactively communicate any MOQ information to sales team in a timely manner
* Provide timely and accurate response to account executives inquiries (24-48 hours turnaround time)
* Collaborate with product, sales management, demand planning and merchandise planning teams to ensure all revisions / communications are clear and catalogs are set up correctly for key stakeholders
* Filing correspondence in personnel files and updating and distributing Organisational charts
* Maintaining the ATS rota on a day to day basis

## Qualifications for operations administrator

* Experience using Kenexa Brassring
* Knowledge of both SAN and NAS concepts
* Minimum two (2) years in a similar role, preferably in a distribution center/ warehouse setting
* Ability to work to deadlines individually and also as part of a team
* Experience integrating Dynamics 365 CRM data with other services, including SharePoint, PowerBI, and Microsoft Flow
* Drives programs and projects to completion