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# Example of Operations Assistant Job Description

Our company is growing rapidly and is hiring for an operations assistant. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for operations assistant

* Inspect leaking units and propose suitable actions
* Check all OOG cargo and report to necessary departments if mis-declared in order to obtain additional freight
* Ordering, distribution and recording of seals
* Arranging Light Dues for all vessels calling at GBC ports
* Set up and maintain inventory providing accurate space available for sales
* Responsible for handling confidential correspondence for the clients
* Analyze and monitor unproductive costs such as rest exception claims and procurement of supplies
* Track employee absenteeism, address formal investigation process for rule violations and offenses, compile evidence and upload to PAP and schedule investigations
* Liaise between clients and Crew Management Center to provide employees with time off and leave of absences as requested
* Ensure company officers are current in their employment requirements (first aid, rules, medicals, trips, training)

## Qualifications for operations assistant

* Fluent in Japanese, English language written skills
* Assist in training new employees as requested
* Schedule production based on sales volume
* Inventory systems training
* Shop floor control principles
* Associates Degree required in business or related field