



Example of Operation Assistant Job Description

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

Responsibilities for operation assistant

- Irregularities and unsafe methods adopted by the respective departmental staff for taking corrective measures with a view to avoid accidents
- Monitoring of suppliers proposals in terms of costs and conditions (arrange extra personnel shifts for logistics and/ or implant maintenance support / catering services, final balance checks, ...)
- Search of new suppliers when needed in collaboration with Purchasing
- Support the research and inspection of off-site venues
- Support to make proposals and analysis for on/off-site events (Operation Department)
- Frequent interaction with all the parties involved in the event organization (client and supplier side in/ out the firm)
- Timely support, solving gate issues (Imp/Exp)
- Support other ops sections (EQU, EMR, and CLM) within SCCT/Depots
- Submitting reefer/Imo manifest to vessels once berthed
- Timely attend cross stuffing process and arrange customs formalities

Qualifications for operation assistant

- Knowledge and ability to perform basic building maintenance
- Ability to comply with laboratory safety guidelines
- Effective organizational and record-keeping skills, with attention to detail
- Candidates must ideally be part qualified or progressing towards a relevant professional accounting qualification

- Well organised and structured in approach to data management