



Example of Operations Administrator Job Description

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Our innovative and growing company is searching for experienced candidates for the position of operations administrator. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for operations administrator

- Promotes a safe work environment by adhering to safety policies and participating in EH&S programs
- Supports other Genomics activity as needed including applicable project teams within the broader business
- Manage the flow of information regarding status of customer orders and deliveries, follow-up service, between the service center and the design center staff
- Handle incoming communication from customers
- Co-ordinate Adjunct attendance at Ashridge events Faculty days
- Review timecards for accuracy and create reports for Team Lead approval prior to the close of each pay period
- Create daily reports with flagged deviations, missed logins and functions on Workday timecards for Community Operations Manager review and updates
- Research, record and recommend adjustments to Team Leads, Community Operations Managers, People Ops team on pay-related issues
- Generate staffing reports based on scheduled headcount vs
- Track, monitor, audit and report out PTO requests, absenteeism and staffing limits

Qualifications for operations administrator

- 2-3 years HR experience (preferably in manufacturing)
- Must be able to respond to issues and questions that may arise outside of normal business hours
- Minimum 3+ years' experience with data entry and ERP systems
- Experience with CRM tools (salesforce) desirable but not essential
- Ability to manage multiple activities and functions on a daily basis