



Example of Operations Assistant Job Description

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Our growing company is looking for an operations assistant. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for operations assistant

- Coordinates plant employee functions - meetings, training, schedules, events
- Assist product safety administrator with customer, licensor, and regulatory requests for international compliance documents
- Assist product safety administrator with international database
- Assist product safety administrator with organization and auditing of MSDS and other compliance records
- Work with colleagues to schedule product line reviews and other meetings
- Process international customer, licensor, and regulatory body requests
- Logs any disciplines signed off by employees and returned
- Codes and processes invoices and billing as needed
- Performs other administrative functions as assigned
- Prepares communications for the site – including PowerPoint presentations, postings, bulletin boards

Qualifications for operations assistant

- Ability to work with and apply mathematical concepts such as fractions, decimals, and percentages and to apply the results to plant operations
- This job requires capability to work in a chemical manufacturing setting with rotating, stationary, ability to climb multiple levels, work in/outdoors, various noise environments, and lift up to 25 lbs
- The ability to contribute additional work hours when needed to meet

- Provide operational support to the operations department
- 20 hours per week with flexible hours