



Example of Operations Assistant Job Description

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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

