



Example of Operations Assistant Job Description

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Our growing company is searching for experienced candidates for the position of operations assistant. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for operations assistant

- Responsible for finished good preparation and inspection
- Space Inventory
- Loading Dock Deliveries
- You have acquired planning and project management skills
- You have proven ability to manage a number of workload requests to meet changing priorities, agreed standards and firm deadlines with great attention to details
- You are familiar with the due diligence process
- You have a good command of at least one additional foreign language
- You have experience with customer relationship management (CRM) platforms
- General support with project and team administration, maintaining the project calendar, coordinating meeting arrangements, document formatting, and adhoc typing
- Collect and/or track other data as required by the project team

Qualifications for operations assistant

- Ability to work with minimal supervision and willing to accept new responsibilities
- An extensive amount of walking, lifting, climbing, bending and stretching may be required to retrieve and file medical records
- There may be an extensive amount of walking throughout the facility

- This position may require working alone on second or third shift, weekends and holidays
- 3 years' office experience, preferably in an industrial manufacturing environment, is preferred