



Example of Operations Assistant Job Description

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Our growing company is searching for experienced candidates for the position of operations assistant. 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 assistant

- Provide direction in maintaining and implementing clear and transparent risk management policies and procedures in collaboration with CSC staff
- Create and provide group presentations about the risk management policies and procedures at CSC events
- Consult with My Info Payroll for appropriate timekeeping procedures
- Assist CSC staff in maintaining and developing applicable risk management policies and guidelines that are in line with University standards
- Keep the Information Booth and L1 Service Desk organized and neat at all times
- Attend all training sessions and mandatory staff meetings
- Complete and submit online timesheet by all posted deadlines
- Complete other duties as outlined within the Campus Center Staff Manual and as assigned by the Director of the Campus Center
- Cleans and sanitizes equipment throughout the packaging and process area
- Handles stacks of all bag sizes (1-50 lbs bags) as needed

Qualifications for operations assistant

- Associates or Bachelor's Degree (Business Administration, Communications, Marketing or Human Resources, other related fields), preferred
- Fluent in English communication including writing and speaking
- Pro-active, responsible and passionate

- Must be professional, articulate, patient, team and client service oriented, able to change priorities quickly
- Ability to read and comprehend documents including but not limited to policy handbooks, safety rules/programs, operating and maintenance instructions, procedure manuals, and simple correspondence