Our growing company is hiring for an operations support. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for operations support

- Maintain and keep records on all equipment including legs, conveyors, cleaners, vehicles and all other facility equipment
- Lift 35 kgs, climb ladders, stairs and bins
- Executing daily/weekly/monthly routine tasks
- Invoice processing and retention
- Team project support
- Vendor system and access set up support
- Maintaining and adjusting system generated documents
- Implementing and training team members on new system features and developments
- Overseeing web bookings and confirmations
- Monitoring direct tour operator bookings as entered in system

Qualifications for operations support

- Experience with IT, Technology, and Systems
- Within the last 7 years, a minimum of 5 years experience in four (4) of the following (one of which must be Systems Engineering)
- Ensure compliance to industry rules and regulations
- Establish and maintain excellent working relationships with others
- Very strong inter-personal skills – able to build rapport and personal connections with people from all walks of life
- Systems/Application support experience OR Associates/Bachelor's degree