



Example of Operations Support Job Description

Powered by www.VelvetJobs.com

Our company is looking to fill the role of operations support. 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 support

- Troubleshoot calls from drivers, serving as primary point of contact
- Review and analyze previous day's deliveries to ensure routes were adhered to and efficiency levels were met/exceeded
- Schedule, track and coordinate all mandatory EH&S compliance programs, Technical Training, OQ and Safety Observations following up with employees as required, ensuring 100% employee completion in accordance with timeline targets
- Responsible for managing the employee uniform orders and Personal Protective Equipment orders including tracking of eligibility, returns and managing overall program within budgeted allocation
- Monitor and report on outstanding QA/QC compliance requirements, ensuring follow-up action within compliance targets (30 days)
- Code, input invoices in Markview for 3rd party expenditures
- Ensure contractor workforce status in ISNetworld remains compliant
- Provide daily support for Peoplesoft, IT requests, ELMS, Contract Renewals, and office supplies
- Track/validate employee banked overtime and quarterly payouts to ensure compliance with policies
- Gather, input and track employee exception time reporting/premiums for unionized staff

Qualifications for operations support

- Experience with accreditation documentation standards, including RMF, DoDAF, DCID 6/3, or ICD503
- Ability to turn abstract ideas and concepts into concrete ideas for development teams
- BA or BS degree in CS, Systems Engineering, IT, or technical field preferred
- High school diploma or general education degree (GED) and one (1) or more years of related experience and/or training
- Bachelor degree in Engineering preferably in Mechanical Engineering, Process Engineering or Chemical Engineering