



Example of Ops Coordinator Job Description

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Our growing company is searching for experienced candidates for the position of ops coordinator. 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 ops coordinator

- Prepare Performance Indicators for Operations
- Verify quality assurance of all ads on supported browsers
- Work closely with the Engineering and Operations teams to update and maintain various spreadsheets, databases, and SharePoint sites
- Responsible for maintaining all documents related to Mission Critical Facilities
- Assist in the coordination of events such as workshops and conferences
- Organizes and prioritizes large volumes of information
- Develop and maintain SharePoint based document library for engineering studies, standards, procedures, project drawings and manuals
- Coordinate the deployment and management of remote monitoring and computerized maintenance and management systems
- Coordinate the development of an asset management program
- Communicates the daily pick, and any changes, to growers and trucking

Qualifications for ops coordinator

- Experience working in a financial based environment
- One (1) year favorable work reference if employee has a work history
- Previous study coordination and participant recruitment experience, including IRB experience
- Friendly disposition with excellent communication skills by email, phone, and face-to-face

