



Example of Ops Coordinator Job Description

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Our company is growing rapidly and is hiring for an ops coordinator. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for ops coordinator

- Manages loads based on variety and grade characteristics
- Determines the loads shuttle drivers will take to the plant, and tracks the movement of the loads
- Accurately accounts for all loads using physical inventories, paper trails, and by matching totals to the GMAS computer application
- Keeps Ag Ops Field Reps informed on arrivals and usage
- Works with Trucking and Growers to account for all loads from the field to the yard
- Balances pick, arrived, and in transit loads every morning
- Arranges for the return or disposal of any rejected loads
- Contacts Plant Maintenance, and Supervisors, whenever the Grade Station needs repair
- Screening and recruiting for HF/Ca, EP and hyperlipidemia trials
- Maintain office files, clinical trials database and sponsor databases

Qualifications for ops coordinator

- Must be able to work with computerized spreadsheets
- Ability to analyze financial and operational data
- While performing the duties of this job, the employee is frequently in a typical office environment
- The ideal candidate would have a Medical Assistant Certification and two years' worth of experience working within a healthcare environment

- Minimum of three (3) years accounting, bookkeeping or related work, experience, required