

## OPERATIONS COORDINATOR

### POSITION OVERVIEW:

Key Operations support function that requires a combination of computer applications work and physical labor to fulfill work cell functions; May work in multiple functional areas and utilize a variety of computer programs to complete tasks; Role and responsibilities will frequently involve the tracking and data collection of material and product movement within and outside the primary business operations settings.

### KEY RESPONSIBILITIES:

- Utilize various computer applications to enter and track operations-related data in an accurate and thorough manner.
- Physically count, sort, inspect and track materials and/or products to ensure and maintain accuracy of data records.
- Research material data record errors and provide verbal explanations of findings to Operations management personnel.
- Operate basic material handling equipment to move heavy loads, as needed.
- Train new employees on work instructions relating to the tracking and data input of material or products.
- Produce basic reports on material inventory, shipping, receiving and recycling.
- Other duties as assigned to support general business operations.

### REQUIREMENTS:

- Intermediate level computer user proficiency
- High School Diploma or Equivalency
- Ability to perform standing work for a full shift
- Ability to lift items weighing up to 35 lbs. on a regular and ongoing basis
- Demonstrated experience in training new employees on work procedures
- Excellent organizational skills