**Operations Department Administrator**

**General Summary:**

Guardian CSC is the mid-Atlantic’s fastest growing water treatment company. We are looking to hire for the position of Operations Department Administrator. Under the direct supervision of the Operations Manager, this position provides administrative support for the Operations department. In addition to typing, filing and scheduling, performs duties such as material ordering, record keeping, coordination of meetings and travel, and working on special projects. Deals with a diverse group of important external customers as well as internal contacts at all levels of the organization. Independent judgment is required to plan, prioritize and organize a diversified workload.

The most qualified candidate for this role will have experience assisting within a technical environment. This position also requires understanding of office productivity applications such as Microsoft Office suite and Windows operation systems. Sage experience is a plus. Anyone that might fit well at Guardian CSC must be reliable, flexible, detail-oriented, friendly, patient, fast learning, quick thinking, illustrates initiative and responsibility. A high-quality productivity level within a fast-paced environment is a necessity.

**Duties and Responsibilities:**

* General clerical duties including printing, copying, retrieving documents from filing system, record keeping, answer incoming calls, creating Excel spreadsheets, Word and PDF documents
* Make travel arrangements for operations department employees as needed
* Set-up of equipment jobs
* Purchasing for equipment jobs, confirming order accuracy, lead times and arrival to shop
* Assist customer service and sales with equipment related questions (item numbers, spec sheets, lead times, scheduling, etc.)
* Place restocking orders for equipment in cage
* Maintain equipment information on Sharepoint (sales coreline sheet, job status board, quote log, save quotes to folder, PM account tracking sheet, equipment flash report, etc.)
* Month-end reporting – review open sales orders, purchase orders, negative tier account, and equipment sales accounts for discrepancies and correct before month end processing
* Set up of new equipment item numbers
* Set up new equipment vendors
* Maintain equipment pricing in Sage inventory maintenance system
* Manage equipment returns and RMA’s to vendors
* Place chemical restocking and safety supply orders for the warehouse
* Vacation tracking for operations department employees
* Set up of PM orders each month and prep paperwork for techs, maintain PM calendar, place orders for parts as needed

**Qualifications:**

Note: Other combinations of formal education, training, and experience may be considered.

Minimum Education: High school diploma

Minimum Experience: 4-6 years of equivalent experience with in a technical based environment and/ or plant operations

Minimum Field of Expertise: Basic computer skills required. Microsoft office products, Windows operating system, office equipment, Sage experience preferred

Working Conditions:

* Sitting behind a computer
* Occasional movement around the office; reaching, stooping, bending
* Occasionally lifts supplies/ equipment up to 40lbs.
* Manual dexterity and mobility
* Ability to work under deadlines and handle fast paced work environment
* Ability to prioritize, plan and organize
* Must be detail-oriented

Salary range $38,000-$42,000 based upon experience