

JOB DESCRIPTION

Title: Operations Assistant
FLSA Status: Non-exempt, on call
Reports to: TBD
Last Updated: November 2023

POSITION DESCRIPTION

The Operations Assistant manages our equipment hub, maintaining an organized space, and occasionally picks up and sends packages, and supports shipping and receiving equipment to team members in other parts of the state. They may also occasionally be asked to support printing and collation needs or provide other support.

ESSENTIAL FUNCTIONS

The following reflects management's definition of essential functions for this job but does not restrict the tasks that may be assigned. To perform this job successfully, an individual must have regular and reliable attendance and be able to perform each essential function from the list below satisfactorily, with or without accommodation.

- Coordinate equipment needs of the team, including packing and shipping meeting equipment, receiving and unpacking equipment.
- Maintain an organized and accessible equipment hub and storage space
- Maintain inventory logs and filing documentation as needed in our google drive.
- Coordinate with the team to ensure project objectives and timelines are met with regards to meeting equipment.
- Pick up mail and/or packages and file, ship, or store them.
- Print, collate, pack, and ship meeting materials, or coordinate with a 3rd party to do so.
- Maintain stored computers on a monthly basis.
- Scanning projects into the cloud using our scanner and computer.

MINIMUM QUALIFICATIONS

- Current and valid California driver's license and personal vehicle
- Demonstrated working proficiency in word processing and effective use of email systems
- Familiarity with file organization.
- Strong attention to detail.
- Ability to focus and complete job duties on time and accurately.
- Ability to communicate clearly and concisely, orally and in writing.
- Good interpersonal and customer service skills.
- Ability to listen and process information to reach desired outcomes.
- Must have regular access to email and phone for scheduling purposes.

Physical Requirements and Work Environment

The physical requirements listed are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodation may be made upon request and in appropriate circumstances.

The ability to work in a constant state of alertness and in a safe manner at all times. This position works from a home office as well as in a storage facility environment. Occasional operation of a vehicle, computer and phone, the ability to stand, walk, climb stairs, bend, lift, twist, pull, push, carry, grasp, reach and stoop as needed, and to occasionally lift and carry items up to 30 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

I acknowledge and accept this job description and I understand that other duties and responsibilities can be added or changed as needed at any time by management.

Signed: _____

Date: _____