

Operations Assistant

Location: Richardson, TX

Reports to: Operations Manager

General Description

The operation assistant is responsible for order fulfillment, service part and return goods management, technical assistance and facility management at the Richardson location. The operations assistant will be required to become knowledgeable and understand all products and systems to assist in technical service and customer service activities.

Responsibilities

- Pick, pack and prepare service part orders for shipment
- Unload trucks, sort and stock warehouse shelves, organize service part warehouse, perform inventory cycle counts and manage shipping activities
- Process returned goods and document return goods processes
- Perform product disassembly and assembly tasks as assigned
- Develop a technical understanding of company products
- Communicate effectively with the entire organization on operation activities and needs
- Provide support in sales, marketing and order entry activities
- Assist in all aspects of Richardson facility management
- Such additional duties as may be assigned by the Operations Manager & COO that the as Operation Assistant's position may from time to time reasonably require

Requirements

- High School diploma or Associates Degree
- Technically adept, ability to use hand and power tools
- Proven organizational skills
- MS Office knowledge a plus
- Light lifting (40lbs max), ability to work standing for extended periods of time
- Ability to work 8hrs, 5 days/week, on site
- Willingness to take on different tasks daily, troubleshoot and learn all aspects of the business

Compensation

Salary: \$20/hr, \$22/hr after successful completion of 6-month training/probationary period.

Profit sharing: % of year-end profit pool

Benefits:

- 401K Plan
- Company medical: 50% contribution to individual Allied plan
- Vacation: 2-weeks in Yr-1 (3-weeks in Yr-2), standard US holidays

Send resume or relevant work experience to brian@adhguardian.com.