

JOB DESCRIPTION

Job Title: Operations Assistant
Reports To: Operations Manager
FLSA Status: Non-Exempt
Department: Operations
Date: June 17th, 2026

Summary:

Assist with essential administrative and operational support to ensure efficient daily business functions. Manage invoicing, maintaining and analyzing accurate records and assisting with budget. Additionally, help facilitates effective collaboration between departments by coordinating communication, aligning priorities, and ensuring the timely exchange of information to support operational efficiency and organizational objectives.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Support day-to-day operational workflows to ensure efficiency and continuity
- Perform general administrative duties including data entry, filing, document organization, and correspondence management
- Assist with New Services documentation
- Maintain accurate and up-to-date company records and operational documentation and generate reports when required
- Assist with scheduling, coordination, and internal communications
- Prepare, process, and track invoices in a timely and accurate manner
- Support budget tracking by monitoring expenditure and maintaining financial records
- Reconcile invoices and resolve discrepancies with vendors or internal teams
- Maintain organized digital and physical filing systems
- Ensure compliance with company policies and regulatory requirements for documentation
- Assist department co-workers as needed
- Prepare correspondence and certified mail as required by state and federal agencies and organizational needs.
- Assist in tracking project timelines, deliverables, and operational milestones
- Assist with special projects and initiatives as assigned
- Perform other tasks as designated by supervisory personnel.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience:

One year or more of college or technical school; one (1) year related experience and/or training as department assistant; or equivalent combination of education and experience.

Language Ability:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Math Ability:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Computer Skills:

Word Processing, Excel, E-Mail, Database Software, and Internet Software.

Other Knowledge, Skills, & Abilities:

None required for this position.

Certificates and Licenses:

Valid State of Texas Driver's License.

Supervisory Responsibilities:

This position has no supervisory responsibilities.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to work near moving mechanical parts and risk of electrical shock. The noise level in the work environment is usually moderate.

Physical Demands:

The described physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly uses hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is frequently required to stand, walk, or sit. The employee may occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus.