

Technical Operations Administrator

A rapidly growing international market leader is seeking a top performer for their Technical Operations Administrator role. This key position provides technical administrative support to the operations team. This is an exciting opportunity to work for a stable, family oriented, business with a tremendous culture and team environment. This position will report to the Technical Operations Manager.

Operations Administrator Duties and Responsibilities:

- Maintains and follows action items as advised.
- Files and maintains updated operations documentation.
- Organizes training sessions and meetings.
- Organizes internal and external meetings, as well as recording meeting notes and action items.
- Assists with creating graphs, reports, and spreadsheets.
- Provides backup coverage for incoming phone calls.
- Sorts and tracks requests through designated group emails to ensure prompt and complete responses.
- Provides data gathering and entry support within programs used.
- Conducts research on potential departmental needs to improve flow of operations.
- Collaborates with other departments to fulfill Sauer Compressors USA's mission and vision.
- Other duties as assigned.

Expectations:

- Detailed Oriented
- Team Player
- Ability to multitask, and handle a variety of inquiries with knowledge and tact
- Strong organizational and communication skills

Administrative Education and Experience

- High School Diploma required
- 2+ years of experience in an Administrative role
- Advanced skill level with Microsoft Office Suite; Word, Excel, PowerPoint and Outlook
- Previous experience with project management and/or ERP software desired
- Ability to work in a fast-paced manufacturing environment

Benefits & Compensation:

- Salary commensurate with experience
- Full medical & dental benefits, paid vacation & holidays, 401K, plus performance bonus
- Growth opportunities are available