

Title. Operations Assistant

Duties. Operations – Procurement. Logistics & Administrative

- Responsible for producing purchase orders and communicating with vendors to ensure timely delivery of orders.
- Assist with import documents.
- Inventory supervision and tracking.
- Organizing shipments with warehouses and trucking companies.
- Conduct price comparisons of shipping costs, and miscellaneous procurement related duties as needed.
- Monitor sales orders and supplier relations
- Provide administrative support including but not limited to –copying, scanning, filing and recordkeeping.
- Attend to any correspondence and e-mails by customers, business partners and suppliers.
- Conduct research to find new potential customers.

Skills and Qualifications

- Intermediate computer skills, including Microsoft Office, in particular Word and Excel experience required
- QuickBooks online (Preferred)
- Fluent in English and Spanish (Required)
- Ability to work effectively both as part of a team and independently
- Ability to take initiative, problem-solve and manage competing priorities
- Extremely detail-oriented
- Ability to respect confidentiality
- Bachelor's degree in business administration, or related field is preferred, High School Diploma required.
- Outstanding organizational and time management skills

***Must be authorized to work for any employer in the United States**

Job Type: Full time (35 hours per week)

Schedule: Monday to Friday

Location: Coral Gables, Florida.

Pay: \$22.00 per hour

Please submit your resume and a cover letter to currvitae21@gmail.com