



## Operations Support Coordinator

### Job Scope

As an Operations Support Coordinator, you will answer emails and phone calls, process and monitor payments, enter invoices from vendors, issue checks to vendors, enter payroll information into the in-house database, modify PDF documents, and perform other administrative tasks. We are looking for strong and positive organizational skills.

### Responsibilities

- Process in-house bills for payment, ensuring all expenses are identified, detailed, and properly coded toward the GL.  
Input all incoming payment receipts received at branch locations and send them to corporate.  
Input and file various information accurately.  
Issue and post bills, receipts, and invoices  
Provide customers with updated Certificates of Insurance and other required/pertinent company documentation upon request.  
Assist with monthly AP/AR closings.  
Maintain scheduling and event calendars.  
Perform general administrative duties such as but not limited to copying, faxing, filing, organizing, mailing, and document development. Maintain copies and required documentation of accounts payable files, including checks and invoices.  
Work within in-house programs as well as Word and Excel Shipping and processing small orders; USPS, FedEx, etc. Stock and order office supplies  
Operations support coordinators are responsible for coordinating support tasks related to operations in their organization. They oversee tasks to completion and report their progress to the operations manager in their company.  
Answer incoming calls, refer calls to appropriate person, and take messages.  
Organization and processing of Accounts Payable.  
Participate in the planning, development, implementation, and support of operational activities.  
Respond to customer questions and requests, resolve complaints, and escalate issues as needed.  
Identify ways to streamline operational procedures between or within departments.  
Perform other tasks assigned by the manager.

### Requirements

- High School diploma or GED, and six months to one year related experience  
Experience AP/AR or Construction Administration preferred  
Proficient in Microsoft Suite &#8211; primarily with Excel Possess positive and self-confident phone presence

As an EEO/Affirmative Action Employer all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status.



Strong verbal and written communication skills  
Active Texas Notary or ability to obtain  
Ability to multitask while staying organized

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