

## Operations Assistant

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### General Job Description

The Operations Assistant supports the Operations team, office and field projects, while implementing measures to increase the department's effectiveness and efficiency.

### Location

Denver, CO

### General Responsibilities

- *Business Process Analysis and Documentation:* Research, analyze, and document the electrical project process at Weifield finding ways to be more efficient and profitable.
- *Identify Solutions for Improvement in the Organization:* Through process analysis, this individual shall determine areas of potential improvement in terms of efficiency and company effectiveness, then develop appropriate solutions.
- *Information Dissemination:* Develop and facilitate high-quality and high-frequency communications throughout the company. Investigate and implement tools to achieve these goals.
- *Company "Handyman":* Act as an internal consultant to help multiple persons and departments within the organization develop programs and solutions to enhance efficient and/or effectiveness.
- *Training/Mentoring:* Promote the professional growth of the team. Continually pursue opportunities for personal career/training development.
- *Industry Awareness:* Continually seek industry and market information to provide Weifield with the information necessary for successful business development.

### Job Specific Responsibilities

- Coordinate meetings on behalf of Chief of Operations and Construction Managers
- Maintain department Outlook contacts and keep up to date
- Create and maintain department meetings and their agendas
- Assist with and coordinate department trainings
- Facilitate and manage Field Skill Assessments
- Review files according to policies and procedures
- Distribute and maintain current drawings, specifications, and product data with changes and clarifications
- Adhere and enforce company policies and procedures
- Maintain personal project log
- Organize master list with materials, submittals, RFI, & to-do list
- Handle special projects and additional duties as required

### Qualifications/Skills Required

- Candidate must have minimum 3 years of administrative/coordination experience

- Possess excellent quantitative, analytical, and time management skills
- Preferred basic understanding of the electrical industry
- Candidate must have entrepreneurial approach to problem solving to work in a diverse, dynamic and fast-paced environment
- Possess excellent written and oral communication skills
- Motivated, detail oriented and does not accept second best
- Candidate must be self-motivated and flexible to accommodate changes in Weifield's business strategies
- Candidate must have excellent computer skills that include MS Office
- Candidate with Blue Beam experience preferred
- Be accountable for project decisions and actions

## Reporting

The Operations Assistant reports to the Chief of Operations.

## Supervisory Requirements

The Operations Assistant does not have supervisory responsibility.

## Measurements

The project coordinator's success is measured by the following criteria:

- Be proactive and develop processes and tools that streamline operations, increase productivity through efficient time management, and cut costs
- Bring answers to the table and implement solutions quickly,
- Monthly one-on-ones with yearly evaluation

## Compensation Package

<b>Start Date:</b>	TBD
<b>Status:</b>	Full-time, non-exempt
<b>Pay Rate:</b>	DOE
<b>Employee Health Insurance:</b>	Healthcare 100% of the "Base Plan" by WGC 1 <sup>st</sup> of the month following 60 days of employment, not to exceed 90 days
<b>Family Health Insurance:</b>	N/A
<b>Voluntary Dental/Vision Insurance:</b>	Portion paid by employee based on coverage selection after 60 days of employment, not to exceed 90 days
<b>Disability &amp; Accident Insurance:</b>	Portion paid by employee based on coverage selection after 60 days of employment, not to exceed 90 days
<b>Life Insurance:</b>	Portion paid by employee based on coverage selection after 60 days of employment, not to exceed 90 days
<b>Flex Plan:</b>	Employee can set aside \$2600 pre-tax dollars for health/\$5000 for daycare after 60 days of employment, not to exceed 90 days
<b>401k/Safe Harbor:</b>	Participate at one year. Weifield matches 100% of investment up to 4%
<b>Schedule:</b>	Monday – Thursday, 7am – 5pm, Friday, 7am – 3pm; overtime eligible
<b>PTO:</b>	5 days for years 1-3, 10 days years 3-5 and 15 for years 5+ in addition to 7 paid holidays
<b>Current Driver's License Required:</b>	Yes
<b>Journeyman License:</b>	Preferred but not required