



## **Title: Operations Support Specialist**

**Position Summary** – The Operations Support Specialist will be responsible for day-to-day activities related to both purchasing and the organization's Computerized Maintenance Management System. This is a new role for the company therefore this job description can and will change over time as we better define our organizational needs.

### **Position Responsibilities:**

#### **Purchasing**

- Assist in Purchasing of materials, supplies, and services.
- Assists with negotiation of price and terms for purchased goods and services.
- Track delivery of purchases.
- Interact with suppliers to obtain pricing and product specifications.
- Monitor vendor pricing, availability, and quality.
- Resolve issues related to delayed orders, inventory returns, replacements, and credit arrangements.
- Verify accuracy of invoices from suppliers with bids and purchase orders.
- Set up new Vendors and maintain vendor database ensuring all information is current and up to date.
- Determine short list of providers, presents list to requesting manager/department if necessary, and assists in selecting a provider.
- Prepare and process purchase orders and maintain purchasing records.

#### **CMMS**

- Act as system administrator: system updates, system security, personnel configuration, system reports, etc.
- Maintain equipment in CMMS including equipment updates entries, asset hierarchy levels, data entry.
- Manage work order flow including regular schedule and report generation, assist with failure codes, and analyze data.
- Task / Procedure Management (procedural establishment, task defining, infrastructure naming, convention, personnel training, etc.)
- Administrative tasks as it relates to the role.
- Other duties as assigned.



### **Position Qualifications**

- A minimum of 2 years' experience in a similar role.
- Prior experience using a Computerized maintenance management system "CMMS" OR prior experience using an ERP system is required.
- Experience working with maintenance or operations team preferred.
- Ability to effectively communicate with associates and vendors in a professional manner.
- Strong organizational and time management skills.
- Proficient in Microsoft Office products.
- Must have the ability to sit for long periods of time and on a computer.
- Must be authorized to work in the United States, for any USA employer.
- Must be local to Corpus Christi area, no relocation available.

### **No Recruiter Submission Accepted**

*Pin Oak Group, LLC provides equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law.*