

<https://imperiumhiringsolutions.com/job/operations-coordinator>

Operations Coordinator

Description

Seeking a highly motivated full-time Operations Coordinator to assist the COO in managing and optimizing various facets of office operations. This is an excellent opportunity for a self-starter with 1-2 years of experience eager to gain a comprehensive understanding of business operations and contribute to our growth.

Responsibilities

Key Responsibilities

The Operations Coordinator will play a crucial role in supporting the COO by handling a diverse range of responsibilities, including project management, IT support, space planning, and administrative tasks. The ideal candidate will possess strong analytical skills, a proactive attitude, and the ability to thrive in a dynamic environment.

Project Management:

- Lead assigned projects from inception to completion, ensuring timely delivery and adherence to objectives.
- Track project progress and provide regular updates to the COO on a daily and weekly basis.
- Coordinate with various departments to ensure project milestones are met. **IT Support:**
- Provide low-level technical support for employee computers, including troubleshooting and resolving issues.
- Set up new employee workstations, including configuring computers, installing software, and ensuring all necessary equipment is in place and accounted for.

Operational Systems:

- Help develop and maintain new operational systems to support the company's growth.
- Analyze current systems and recommend improvements to enhance efficiency and effectiveness.

Administrative Support:

- Assist administrative staff with various tasks and projects as needed.
- Contribute to large-scale administrative projects, ensuring alignment with company goals and objectives.

Working Conditions:

- This position operates on-site in a professional office environment.
- Regular business hours, additional hours may be required to meet deadlines or accommodate clients on occasion.

Working Hours

Onsite

Job Location

Orlando, FL

Base Salary

\$ 40,000 - \$ 55,000

Date posted

July 16, 2025

Qualifications

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- Bachelor's degree in Business Administration or a related field.
- 1-2 years of relevant experience, preferably in a business analyst or administrative support role.
- Proven ability to work independently and take initiative with minimal supervision. • Excellent written and verbal communication skills.
- Strong multitasking abilities and experience managing multiple priorities. • Proficient in critical thinking and problem-solving with strong decision-making skills. • Ability to work effectively under deadlines and prioritize tasks efficiently. • Participate in limited travel for project-related meetings or events, as required. • Maintain a valid driver's license with a clean driving record.
- Physical ability to lift up to 20 lbs as needed.