

## Operations Administrator Job Description

RFS Technologies designs and manufactures premium-quality cable and antenna solutions for commercial wireless networks, mission critical communications, private networks, Distributed Radio Systems (DRS) and other telecom markets in North America. As an Amphenol company, we're part of a global powerhouse in high-technology, interconnect, sensor, and antenna solutions that's enabling the electronics revolution across almost every industry. Our access to Amphenol's innovations and resources means we are uniquely positioned to deliver the end-to-end wireless connectivity solutions you need, when and where you need them.

### POSITION SUMMARY

The Operations Administrator will be responsible for performing various clerical tasks to support the smooth and efficient operation of our Production and Facilities Departments. This role is crucial for ensuring that administrative processes are executed accurately and in a timely manner, enabling the manufacturing team to focus on production and the facilities team to focus on repairs and maintenance.

### ESSENTIAL JOB FUNCTIONS

- Administrative Support: Enter and update data in company databases and software systems. Ensure accuracy and completeness of data, perform filing and maintain paperwork.
- Purchasing Support: Coordinate the purchasing of MRO (Maintenance, Repair, Operations) materials & services from initial Purchase Requisition through Goods Receipt.
- Inventory Management: Assist in tracking inventory levels, processing orders, and updating inventory records.
- Communication: Serve as a point of contact for internal and external communications including emails, phone calls and other correspondence.
- Support for Operations: Collaborate with Operations staff to resolve any administrative issues that may impact manufacturing processes.

### SKILLS, KNOWLEDGE, AND ABILITIES

- Minimum of 2 years' experience in an administrative/clerical role, preferably in a manufacturing environment.
- Strong organizational, verbal, and multitasking abilities.
- Proficient in Microsoft Office Suite (Word, Excel, Outlook) and experience with database management systems.
- Ability to handle sensitive information with confidentiality.
- Ability to identify issues and implement solutions efficiently. Strong critical thinking and analytical skills.
- Capable of working effectively as part of a team and building positive working relationships across various departments.

### EDUCATION

- High school diploma or equivalent; associate degree or relevant certification in a related field preferred.