



CRUSHING EQUIPMENT SOLUTIONS™

JOB POSTING

Operations Support Manager

Salary Grade/Level/Family/Range:

(Base Salary)

FLSA Classification: Exempt

Updated: 01/3/2024

Pay differentials for location and/or shift may apply

Crushing Equipment Solutions, a leading supplier of crushing, screening, and washing equipment to the aggregate, earthmoving and recycling industries is searching for a highly motivated professional who thrives in a fast-paced environment for the role of Operations Support Manager.

Job Description

Operations Support Managers play a multifaceted role, working closely with financial, operational and safety department teams to ensure that company operations are fully supported resulting in efficient operation and the best experience and support for our customers. Operations Support Managers have a deep understanding of company operations and work to ensure company policies, procedures and requirements are effectively implemented and continually improved upon.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

- Work with internal department heads to ensure the right processes and practices are implemented across the organization including development/implementation of SOPs.
- Ensure operational support of company's business units, sales, service, inventory, and transportation.
- Manage and ensure safety programs and standards are followed.
- Provide ongoing training/support to users on procedures, protocols, and systems.
- Act as a catalyst for change regarding data capture/analysis and use to drive business decisions.
- Assist Project Managers and Sales Representatives with project cost accounting, to include development of costing sheets, monitoring of associated AR and AP.



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- Assist corporate finance team with accounting related matters as needed.
- Work with third party accounting and audit teams as needed.
- Assist with cost analysis of business units as needed.
- Manage third party vendor tracking and compliance.
- Document Control, manage document for accuracy and consistency. Requires knowledge of customers, vendors, and procedures.
- Develop/Maintain marketing programs to include advertising, ordering standards, etc.

Competencies

- Problem solver with time management and critical thinking skills.
- Strong data analysis skills and attention to detail.
- Ability to adapt to changes and excel in a fast-paced work environment.
- Collaborative personality, comfortable working with diverse groups of people with differing roles within the company (i.e., peer employees, department heads, management, and accounting colleagues).
- Well-developed oral and written communication skills. Ability to interact professionally with internal and external clients.
- Strong customer service focus.
- Proficiency in Microsoft Office.
- Working knowledge of accounting principles and related software (i.e., QuickBooks, Bill.com) preferred but not required.
- Familiarity with third party vendor compliance software (i.e., Avetta) preferred but not required.
- Working knowledge of Inventory Management Software (i.e., Fishbowl) preferred but not required.

Supervisory Responsibilities

- Oversees the day-to-day activities of assigned personnel.



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Work Environment

- Noise: Moderate
- Indoors and Outdoors
- Occasional travel may be required.

Physical Demands

- Standing, walking, sitting
- Talking, hearing, use of hands
- Sedentary work that primarily involves sitting/standing but may require occasionally lifting and/or moving up to 35 pounds.

Required Education and Experience

- High School Diploma or GED
- Bachelor's Degree or related experience.
- Minimum three (3) to five (5) years of experience in an operation support role in the aggregate or mineral processing industries preferred.

Additional Eligibility Requirements

- Valid Driver's License
- Must pass all required pre-employment screenings which may include but are not limited to background checks, drug/alcohol testing, fit for duty testing, and any other job-related tests/screenings.



Employee Benefits

Crushing Equipment Solutions provides the following benefits to all full-time employees:

- Paid Time Off (PTO) Plan
- Company Paid Holidays
- Medical, dental, and vision insurance
- Life and AD&D Insurance
- 401K Savings Plan
- Tuition Reimbursement
- Employee Assistance Program (EAP)

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently.

Crushing Equipment Solutions is an EEO/AA/Veterans/Disabled employer.