

IYG Job Posting

Job Title: Operations Specialist

Starting Salary rate: \$ 43,000.00-\$46,000.00 per year

FLSA status: Salaried

Hours: Full-Time

Location: Indianapolis

Summary:

The Operations Specialist will support the efficient operation of IYG by assisting in certain policy development, expense management, and maintaining comprehensive financial records. This role also involves coordinating facility operations, managing vendor relations, and overseeing procurement and inventory processes to ensure organizational functioning.

Responsibilities:

OFFICE ADMINISTRATION

- Assist in reviewing, developing, and implementing office policies and procedures to guide office operations.
- Assist the COO with expense management to ensure efficient use of resources and adherence to budgetary constraints.
- Collect, organize, and maintain all receipts and financial documents necessary for comprehensive accounting records.
- Liaise with IYG's accounting team to provide all requisite documentation for accurate financial reporting.
- Ensure all who need them have active key fobs including new hires in conjunction with HR
- Maintain the poster meter and all its needs as well as the monthly billing for this

FACILITIES COORDINATION:

- Oversee all facility operations, including grounds, repairs, upgrades, preventative maintenance, and housekeeping.
- Research, interview, and select new facility vendors while maintaining positive relationships with current ones.
- Coordinate the maintenance of company vehicles once purchased and oversee the housekeeping contract.

VENDOR RELATIONS AND COORDINATION

- Act as the primary point of contact for all vendor inquiries and requests.
- Maintain an ongoing database of current vendor contacts.
- Ensure invoices are reviewed for accuracy and paid promptly.

PROCUREMENT AND INVENTORY COORDINATION:

- Review, approve, and order all departmental purchases and expenditures.
- Administer the agency's inventory program to ensure adequate levels for all organizational areas.
- Track and maintain agency equipment and assets.

Relationships:

Reports To: Chief Operating Officer

Direct or Dotted Line Reports: None

Collaborative Relationships:

- Senior Director of HR and Safety
- HR Team
- Activity Center Supervisor(s)
- Manager of Client Services

Qualifications:

TRAINING/EDUCATION

- A bachelor's degree in business administration or similar is preferred; significant experience in relevant areas may substitute a degree.
- A high school diploma or GED is required

EXPERIENCE/SKILLS

- Minimum of 2 years' experience in operational & facilities work experience required
- Prior experience within a non-profit or social services organization is a plus
- Knowledge of facility operations, Emergency Action/Safety Plans, housekeeping & preventative maintenance schedules
- Ability to effectively coordinate daily office operations
- Working knowledge of policy and procedure development, review & implementation
- Proficient in all Microsoft Office applications

SPECIAL REQUIREMENTS

- High degree of confidentiality, accountability & ownership of work product
- Strong empathy and interpersonal skills
- Superior organizational and time management skills, including the ability to multitask, prioritize & meet challenging deadlines, coupled with high-level critical thinking, analytical & problem-solving skills.
- Excellent judgment & decision-making, as well as solid & persuasive business negotiation skills
- Meticulous attention to detail, result-oriented & solution-focused, with a remarkable ability to create & implement innovative ideas.
- Ability to develop respect, trust, and strong internal relationships with agency leadership, employees & external vendors.
- Exceptional verbal & written communication skills
- Advanced computer skills include data entry, processing, communication tools, inputs & uploading data, and documents accurately.
- Must pass all background checks
- Must have Covid vaccine and proof to provide

*We encourage people of color, transgender, and non-binary people to apply. IYG is an equal opportunity employer and welcomes everyone, including non-LGBTQ+ people, to join our team. At IYG, we are dedicated to being diverse, inclusive, and authentic.