

# Operations Assistant – Full Time



**Arroyo Instruments**, a San Luis Obispo-based high-tech engineering and manufacturing company, is looking for a motivated operations assistant to join our team. We want someone who is tech-savvy, comfortable tackling new projects, and be constantly curious and eager to embrace all aspects of our customer-focused organization. Arroyo Instruments services a world-wide customer base with innovative products and services for the laser and LED industry.

**Main purpose:** Performs administrative and operational support activities.

**Role:** As an Operations Assistant, you will support the daily activities of the office, including sales support, operations/shipping, and accounting. In your role, you will be interfacing with customers from academia and industry both domestically and abroad. You will often be the initial point of contact and must handle all customer interactions with a high degree of professionalism.

## **Job Duties:**

- Incoming customer communications (phone and email)
- Entering orders / creating order confirmations
- Invoicing and accounts payable / receivable
- Preparing shipping documents (domestic and international)
- Creating spreadsheets and reports
- Communicating with international distributors and suppliers
- Other tasks as required

## **Qualifications and Requirements:**

- Minimum 2 years of college and/or 5+ years related work experience
- Excellent communication skills (written and verbal)
- Attention to detail and a high degree of accuracy
- Advanced experience with Microsoft Office, particularly Outlook, Word and Excel
- Experience with accounting systems preferred
- Internet research abilities
- Excellent interpersonal skills
- Ability to work well with all levels of internal management and staff, as well as outside customers and vendors

## **Benefits:**

- Health insurance
- Cafeteria (SEC 125) plan
- Simple IRA with employer matching
- Paid time off (PTO), earned at commencement of hire
- Ten paid holidays

This position is intended for local applicants only, no relocation support is included.

For more information about the company, please visit our web site at <http://www.arroyoinstruments.com>.

This is a full-time day-shift position, with hours of 8:00am and 4:30pm, Monday through Friday, and a 30-minute lunch break. Compensation depends on experience, and includes benefits. Overtime is occasionally available.

Interested applicants have two options for applying for this position:

1. You may submit a resume via email at [hr@arroyoinstruments.com](mailto:hr@arroyoinstruments.com) or drop off your resume in person.
2. You may fill out an application in person by visiting Arroyo Instruments' office.

Arroyo Instruments is located across Broad Street from the airport at 1201 Prospect Street.

PLEASE DO NOT CALL! You must submit an application/resume to be considered for the position. You will be contacted only if you have been selected to interview for this position. Only applications or resumes for this position will be considered.