

# NASSIMI

## OPERATIONS COORDINATOR

### About the Position

We are seeking a full-time operations coordinator to support our growing business. This person is responsible for the development and communication of all operational reporting and information as it relates to purchasing, inventory and inventory transfers, customer service and sales. This Candidate must be a detail-oriented and driven individual who can multi-task in a fast-paced environment.

This is a full-time position, and you will be reporting directly to the Director of Operations and working as part of a team in a fast-paced environment.

### What You'll Do

- Create, interpret, and distribute inventory & shipping reports.
- Coordinate and oversee inter-company inventory transfers.
- Continually review and update information in system and manage shared files.
- Conduct General data entry, and office duties as it relates to Operations.

### What You'll Need

- A minimum of 2 years' experience in operations supply chain/logistics.
- Degree in Supply Chain, Logistics, Business, or related field is a plus, but not required.
- Must be detail-oriented, highly organized, and proactive.
- Experience with Microsoft Great Plains preferred but not required.
- Proficiency in Microsoft Office, especially Word, Excel, and Outlook.
- Team player with effective and positive personal interaction skills.

### What We Offer

- A competitive compensation package.
- Health benefits.
- A pleasant and challenging work environment.
- Convenient Manhattan office location within walking distance from Penn Station, Port Authority, and Grand Central
- The option of a hybrid in-office/remote work schedule.

To apply please send a resume to **Angela Gleave - [angela@nassimi.com](mailto:angela@nassimi.com)**!