

Administrative Operations Manager Job Description

JPAnalytics, LLC (www.jpanalytics.com) is a dynamic small business developing and defining the future in underwater acoustic communications and sensor processing. We work both alone and with technology development and system integration partners to develop systems for very challenging applications and environments. We offer an exciting environment with the opportunity to help the company grow and operate effectively in creating these systems.

An opening exists for an experienced part-time administrative operations manager to support and facilitate this work. Given the small business environment, the successful applicant must be a problem-solver and analytical thinker, one who is a big-picture thinker as well as very detail-oriented.

Responsibilities

- Strategize, plan and implement the protocols needed to improve the operational structure of the company for maximized efficiency
- Ensure that all policies and decisions are in compliance with the legal and regulatory requirements
- Oversee IT Security compliance under the guidance of consultants/subcontractors
- Accounting functions including AR, AP, reconciliations, tax reporting, financial reporting
- Human Resources administration including benefits
- Contracts administration
- Maintain vendor and customer administrative relations
- Maintain the corporate systems

Required Skills and Qualifications

- Bachelor's degree in business management, operations management, business administration and accounting or a similar field
- Prior experience working as an administrative operations manager, or in a similar operational role
- Outstanding organizational, communication and problem-solving skills
- Expert-level knowledge of MS Office
- Proficiency in business processes, applicable laws including Human Resources, and data analysis
- Experience in implementing strategies, planning budgets, and evaluating performance
- Intermediate knowledge of IT systems

Preferred Skills and Requirements

- MBA or other advanced degrees in the business spectrum
- Knowledge of project management, and customer service principles
- Understanding of business intelligence tools
- Understanding of government accounting and compliance, including contracts

Other Requirements

- Citizen or permanent resident (Green Card holder) of the United States.
- Ability to work in a dynamic environment.
- Ability to work independently



Please submit applications or inquiries to careers@jpanalytics.com

JPAnalytics offers a competitive salary and is located on Cape Cod in Falmouth, Massachusetts. Flexible work arrangements are possible. Please submit applications or inquiries to careers@jpanalytics.com.

Applications should include a cover letter containing applicant's contact information and general background description, a detailed resume and the names and contact information of three references.

JPAnalytics is an equal opportunity employer.