



**Job Posting for  
Records Coordinator**

Ops Plus, Inc. currently seeks a Records Coordinator to join our energetic, fast-paced Team based in Louisville, Kentucky. This position requires a highly organized, efficient self-starter with the ability to manage multiple tasks and priorities in a professional work setting.

***Qualifications:***

- Some college or college degree preferred
- 5+ years prior office experience
- Accounts payable background preferred
- Or any similar combination of education and experience
- Ability to read and comprehend information
- Strong telephone and customer service skills
- Previous software experience should include: Word, Excel, Access, PowerPoint, Outlook
- Knowledge of Oracle, SharePoint and Power Plant helpful
- Excellent oral and written communication skills (spelling and grammar), strong phone skills, organized, able to set priorities and meet deadlines, able to multitask
- Ability to learn client-specific software applications
- Effective time management skills – proven ability to consistently manage multiple projects with accuracy and zero missed deadlines
- Organized – Implements and utilizes efficient systems and methods to maintain a highly organized and neat workspace and office. Establishes and maintains records management systems that are easily understood and utilized and that are compliant with all rules, laws and regulations
- Team player – Work enthusiastically in a team atmosphere promoting collaboration and idea sharing in words and action. Facilitates and provides support to other departments and team members as necessary
- Plays an active role in safety and safety programs

***POSITION DESCRIPTION:***

- Processes invoices for payment
- Processes accruals as required
- Maintains database information (Excel, Access) on invoice history – must be able to retrieve data as required
- Reconciles credit card statements and expense reimbursements as required
- Orders material for construction of projects as required
- Prepares correspondences as required
- Answers phone calls, take messages, transfer calls as required
- Fills in for other personnel as required
- Responsible for processing and entering data into computer from manually written, verbal or typed sources
- Sorting and filing department documents, answering and routing phone calls, providing other personnel with information, scheduling appointments with customers, dispatching jobs, answering customer inquiries
- Maintains information in work management and land-based information systems as required
- General office and miscellaneous duties as assigned
- This position will represent Ops Plus with attention to the highest standard of conduct and professionalism.

***ADDITIONAL INFORMATION:***

This position is subject to random drug and alcohol screening.

Ops Plus is Equal Opportunity Employer.

DIRECT APPLICANTS ONLY: no agency or fee for placement contact please.

Interested candidates should email resumes to: [tammy@opsplus.net](mailto:tammy@opsplus.net)