**Auxiliary Operations Resource** is seeking experienced **Assistant Project Manager** to join our growing company.

**Aux-Ops** is a service company that provides a variety of operational support offerings to supplement companies who outsource certain aspects of their business to third parties or lack the infrastructure, staff, or experience in operational related tasks or sustained operational requirements. The Aux-Ops team becomes a part of our client's work force or supply chain through contracted services. We can work within a company's existing facility or when appropriate the services can be outsourced and performed in an Aux-Ops facility. By leveraging a network of experienced staff, we are able to ramp up or scale-down on demand as our client's workload demands.

**Job Description:**

Overseeing the daily production projects of several different but similar jobs while ensuring quality products are being produced and delivered on time and accurately. Assist Project Managers where needed in ensuring jobs are produced as the customer instructs. Communicate with production leads to relay information regarding the jobs and answer questions from start to finish. Availability Monday through Friday 8:00am-6:00pm is preferred though not always required during our slower production times.

**Skills needed to be successful:**

* Strong communication skills both written and verbal
* Proficient with Excel spreadsheets and Google Docs
* Work Independently and with Teams
* Communicate clear instructions to others
* Crazy good multi tasking skills
* Work quickly and accurately
* Details are important to you!
* At least one year's experience in project management
* Numbers are your friend and you enjoy math
* Adaptable to change
* Very organized
* Customer Service focused both externally and internally
* Ability to speak English and Spanish is a plus
* Experience in a warehouse assembly environment is a plus

Our team shows pride in their work and workplace. If you'd like an opportunity to be a part of our team please submit an application at the email address provided.

Job Type: Full-time

Pay: $15.00 - $17.00 per hour