

	Job Posting	
	Deputy Operations Manager	Page 1 of 3

Background

Blue Engineering and Consulting Company (BLUE), an employee-owned engineering and consulting firm specializing in providing engineering and technical support to the liquefied natural gas (LNG) industry, is looking for a Deputy Operations Manager with strong organizational skills, attention to detail and an interest in supporting operational workflows and administrative processes to join our team in Ellicott City, MD.

The Deputy Operations Manager will support the Operations Manager in carrying out a range of administrative and operational processes to ensure efficient daily operations of the company.

This is a full-time, exempt, in-office salaried position requiring 40 hours per week.

Job Description

- **Operations and Administrative Duties**
 - Assist with front office duties as required
 - Receive and direct incoming mail and deliveries to appropriate staff members
 - Provide administrative support to the Operations Manager including filing, completing supplier onboarding documentation, processing certificate of insurance requests from clients and vendors, and maintaining records and documents related to company operations
 - Liaise with internal staff and property management representatives to resolve facility issues
 - Serve as an alternate scribe for weekly team meetings
 - Coordinate with vendors to ensure acceptable inventory of office supplies
 - Assist with arranging schedules, meetings and simple logistics for team activities and small events
 - Assist in the preparation for internal and external reports and presentations
 - Interact with internal and external stakeholders to convey complex and/or confidential information
 - Contribute process improvement suggestions to enhance operational efficiencies
- **Accounting and Finance**
 - Assist with daily, weekly and monthly account reconciliation tasks
 - Ensure accuracy of employee time entries in company's accounting system
 - Support client project invoice processing in line with established procedures to ensure accuracy in billing details and adherence to timelines

	Job Posting	
	Deputy Operations Manager	Page 2 of 3

- Generate reports on aging receivables
- Assist with preparation of payment reminders for past due invoices
- Assist with bi-weekly payroll processing
- Coordinate expense reimbursement requests for employees and contractors
- **Human Resources and Benefits**
 - Coordinate internal schedules for candidate interviews
 - Assist with initial onboarding of new hires
 - Assist with benefits administration, including enrollment coordination with company employees
 - Assist with preparing attendance and leave reports
 - Assist with development of company policies and procedures including revisions to the employee handbook

Work is carried out in an office with periods of focused administrative work and coordination. The role may involve repetitive tasks and handling confidential information and therefore, demands consistent accuracy and sound judgement.

Qualifications

The successful candidate will possess the following qualifications:

- Bachelor's degree in business administration or a related field and minimum of five years of experience in an administrative and operations support role preferred. Will consider an equivalent combination of relevant education and experience.
- Experience with QuickBooks Online, preferred
- Proficiency with MS Office 365 and other common office software applications
- Experience/familiarity with HRIS/payroll processing systems a plus
- Strong organizational skills with the ability to manage competing priorities and meet deadlines
- High level of accuracy and attention to detail
- Excellent written and verbal communication skills for internal and external correspondence
- Ability to work independently on routine tasks and escalate non-standard requests appropriately
- Good interpersonal skills
- Discretion and ability to handle confidential information professionally
- Flexible approach to duties and willingness to undertake non-standard duties

BLUE is an e-Verify employer. Applicants will be required to provide proof of eligibility to be employed in the US (a US passport or a birth certificate and driver's license are

	Job Posting	
	Deputy Operations Manager	Page 3 of 3

acceptable forms of identification.) The successful applicant will also be required to pass a background check as a condition of employment.

Applications will be reviewed and received until the position is filled. To apply or learn more about BLUE, please visit our website at www.BlueEngineeringandConsulting.com or contact us at BlueTeam@BlueEandC.com.

Why BLUE

BLUE allows you to lend your talent and perspective to a flexible environment where you are empowered to grow and explore new possibilities.

At BLUE, you own your career with purpose and meaning. You are empowered to grow and explore new possibilities at every step of your career journey. Bring your big ideas knowing you are safe to be who you are and speak up with concerns or questions and put your diverse talents and perspectives to use.

Compensation and Benefits

Salary will be commensurate with experience. We offer competitive compensation and bonus/profit sharing, 401K match, health/dental/vision/prescription insurance, and other benefits.