



Location for this position:

Accent Signage Systems
12450 Oliver Ave S. Suite #150
Burnsville, MN 55337
<https://www.accent signage.com/>

Title: Operations Administrator

Reports To: General Manager

Primary Purpose: Provide administrative and organizational support to oversee and ensure smooth and efficient daily operations.

Expected Attributes of Employees:

- Exhibits strong time management and people skills
- Shows personal drive, ambition, leadership and always maintains integrity
- Strong interpersonal and verbal/written communication skills with the ability to work effectively with a wide range of internal and external customers.
- Effective planning, organization, and project/time management skills with a commitment to produce quality work.
- Highly motivated, self-directed, capable of working under pressure within tight time frames
- Learns quickly when facing new problems, open to change & analyzes both successes and failures for clues to improve
- Balances issues emotionally and objectively; Inspires others and empathizes with other employee concerns
- Takes a "customer first" approach, & focus on their needs

Qualifications:

- Associates degree or equivalent experience
- 1+ year experience in office setting/admin position.
- Sign/graphics/printing experience is a highly preferred, but not required
- Must be proficient in Microsoft Office programs including Excel, Outlook, and Word & other online platforms with aptitude to learn new software's and systems
- Self-sufficiency and attention to detail are critical.
- You must have strong prioritization skills as well as the ability to communicate clearly and effectively with your supervisor, other Accent employees, and Accent customers.

Primary Duties & Responsibilities

- Manage select sign accounts
- Quote jobs, process orders, and provide customer service



- Coordinate internal and external resources and cultivate relationships with vendors to procure new business and prolong existing business
- Implement established policies and procedures, measure outcomes against standards, and improve operational flow when identified.
- Order materials and supplies and communicate delivery with production
- Assist with processing braille and frame orders that come in over the phone, over email, or from the web.
- Participate in daily and weekly meetings.
- Perform miscellaneous office administrative duties – creating documents, ordering supplies, etc.
- Monitor physical inventory for sign and braille divisions
- Communicate with relevant corporate personnel at all levels

Accent Signage Systems is an award winning wholesale fabricator of ADA interior signage for both the national and international markets.

Accent Signage Systems is an Equal Opportunity Employer that values our employees and offers a competitive pay and benefits package, an encouraging, supportive environment with training, professional development, recognition programs and career growth opportunities. Our benefits include profit-sharing, medical, dental, vision, 401(k), life insurance, flexible spending account options, short-term and long-term disability, vacation and paid company holidays.

We believe that people have always been and will continue to drive the success of our company. If this sounds like the opportunity for you, we invite you to submit your name for consideration.

Please send resume and salary requirements to: kwinner@rowmark.com