



# Operations Administrator Full-Time

All Regions

Wednesday May 27, 2026

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\$26 - \$30/ hour (\$26 -\$28 )

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**Company:** Poseidon Ocean Systems

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**Website:** <https://www.poseidonos.com/>

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**Industry:** Manufacturing & Utilities

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**Remote/Camp Based Job:** No

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### **How to apply:**

To apply for this position, please visit our careers page on our website:

<https://www.poseidonos.com/about#careers>

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### **Expiry Date:**

Wednesday, June 10, 2026

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### **Details:**

**Position Summary** The Operations Administrator supports the day-to-day administrative functions of Poseidon Ocean Systems' Operations Department, with a primary focus on Production Administration. This role is responsible for coordinating operational documentation, data entry, inventory and purchasing administration, reporting, scheduling support, and maintaining accurate records within Microsoft Business Central and other company systems. The ideal candidate is highly organized, detail-oriented, technically proficient, and comfortable working in a fast-paced manufacturing and service environment. Strong Excel skills, accuracy, communication, and the ability to manage multiple priorities are essential to success in this role.

**Key Responsibilities**

- Support daily production administration activities to ensure efficient workflow and accurate operational records.
- Create, maintain, and update production-related documentation, reports, and records.
- Enter and maintain production data within Microsoft Business Central.
- Assist with production scheduling and coordination of work orders.
- Maintain accurate inventory and material tracking information.
- Coordinate with Purchasing, Production, Engineering, and Operations teams to support production requirements.
- Prepare and maintain Bills of Materials (BOMs), production documentation, and operational spreadsheets.
- Assist with inventory counts, reconciliation, and variance reporting.
- Generate operational reports, KPI summaries, and analyze production data using Excel.
- Prepare spreadsheets, reports, presentations, and operational summaries related to production activities.
- Maintain production filing systems, electronic records, and operational databases.
- Assist with document control and process documentation.
- Support month-end operational reporting and production data tracking.
- Ensure documentation is maintained in accordance with company procedures and ISO standards.
- Support continuous improvement initiatives through data tracking and

administrative coordination. • Participate in departmental meetings and provide administrative follow-up as required. • Provide administrative support to Procurement, Projects and Services as needed What we provide • Company paid benefits • 6% vacation • Company matching RRSP program

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### **Qualifications & Experience:**

Qualifications & Experience • Diploma, certificate, or equivalent experience in Business Administration, Operations Administration, or a related field. • Minimum 2-4 years of administrative experience in a manufacturing, operations, production, or industrial environment preferred. • Experience working with ERP systems, preferably Microsoft Business Central. • Advanced Microsoft Excel skills. • Strong proficiency with Microsoft Office Suite. • Experience supporting production, inventory, or service administration considered an asset. • Experience working within ISO-controlled environments considered an asset. Knowledge, Skills & Abilities • Strong organizational and time management skills. • High level of accuracy and attention to detail. • Ability to prioritize tasks and manage multiple deadlines. • Strong analytical and problem-solving abilities. • Self-motivated with the ability to work independently. • Comfortable working in a fast-paced and evolving environment.

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