

Company Overview

Cosmos Granite & Marble is a national distributor of countertop, flooring and wall finishing materials, started in 2005. Cosmos has always been recognized for its dedication to Quality and Service and we have achieved this success through the support and dedication of our team members. At Cosmos, we believe in the safety, continuous education and upliftment of our team members and customers and continue to invest in resources. Come, join us and experience the joy of working with an industry leader.

Job Summary

Cosmos Granite is looking for an outgoing and highly organized Operations Engineer to assist with the management of daily business activities and administrative tasks. The Operations Engineer's responsibilities include assisting with human resource allocation, organizing company events, assisting with employee training, sales, and liaising with clients.

To be successful as an Operations Engineer, you should be able to resolve problematic situations efficiently, have excellent communication and organizational skills and ensure smooth daily operations of the business.

Responsibilities and Duties

- Assist in managing daily operational activities and proper allocation of human resources
- Assist with the onboarding of new employees
- Ensure safety compliance by all employees per company guidelines
- Prepare and maintain operations documents and reports per company policy
- Schedule containers for receiving and return
- Schedule customer orders for delivery and/or pick up
- Build new customer relations and maintain current relations
- Resolve any customer or staff issues tactfully
- Plan and organize company events, staff training
- Evaluating location performance and setting goals for the team
- Contribute positively towards company growth plan and play active role in improving company market share

Qualifications and Skills

- A bachelor's or equivalent degree in Industrial Engineering or related field is a must. Master's degree with exposure to management courses is preferred.
- Authorization to work in the US or the ability to obtain.
- Current valid Driver's License.
- Excellent communication and people management skills.
- Proficiency in Microsoft Office applications.
- Ability to multitask and work independently or in a team.

- This position is open to candidates with F1/H1B visas and green card holders as well.