



## Operations Coordinator

Greensea is the creator of OPENSEA, a universal operating platform for marine robotics, and is a world leader in navigation and autonomy technology. We develop software and hardware that revolutionizes the working relationship between people and machines both on and under the sea. We are known for innovative and powerful technology designed for in-the-field success—and for the can-do attitude, hands-on approach, and proven ability to get the job done of the people behind it.

### Job Description

The Operations Coordinator is a full time position that handles a variety of day-to-day activities to ensure smooth and efficient business processes and logistics. Supporting operations and administration in a highly technical and fast-paced environment, the successful candidate will be detail-oriented and have the ability to multitask and shift gears quickly. While a technical background is not required, the ability to interact and communicate effectively with a wide range of stakeholders—from management to engineering staff—is critical. This entry-level position reports to the General Manager.

### Responsibilities

- Timesheet data entry and file management
- Work order and sales order generation and management
- Salesforce updates and workflow management
- General office functions, including answering phones, ordering office supplies, and routine facility and equipment management and maintenance
- Shipping and receiving
- Inventory support
- Support for staff, including coordinating travel arrangements, arranging visit requests and security clearances, and managing schedules and calendars
- Additional duties as assigned

### Requirements

- Computer literate, internet savvy, and proficient with standard office software (Word, Excel, Google Suite)
- Must be confident and adaptable in learning new software packages and tools
- Salesforce.com experience preferred
- Excellent customer service and phone skills
- Superior oral and written communication
- Razor-sharp attention to details for precision data management
- Ability to think critically, work independently, and take ownership of internal processes
- Associate's degree or equivalent experience

*To apply, please send your resume, salary requirements, and cover letter to [careers@greensea.com](mailto:careers@greensea.com) as PDF documents. The candidate must be eligible to work in the United States. This position is based in Richmond, Vermont and cannot be performed remotely.*

*Greensea ([www.greensea.com](http://www.greensea.com)) is an equal opportunity employer. We offer a casual and fun work environment and provide our employees training and continuing education opportunities. Greensea offers competitive salaries and a complete benefits package including full health insurance, paid vacation, a 401k plan, and sick leave.*