



An Arxada Company

Enviro Tech, Operations Analyst

Reports to: **Associate Director of Continuous Improvement**

Location: Helena, AR - Status: Full Time Employee

Enviro Tech, Operations Analyst Summary:

The scope of the **Operations Analyst** position involves:

The Operations Analyst reviews procedures and functions to find areas of improvement, reviews company data, builds reports based on findings, and recommends programs to improve the company's performance metrics. The Operations Analyst is responsible for managing Enviro Tech's Training Management System. The Operations Analyst plays an important role in creating a welcoming environment to sharing valuable information and resources to new and existing employees. The Operations Analyst is responsible for ensuring that employees are properly documented, and that necessary paperwork is processed accordingly. Operations Analyst oversees all professional development at Enviro Tech.

Qualifications:

Operations Analyst

- o Administers Operations Management of Changes to properly assess tasks needed to safely accomplish changes.
- o Works collaboratively with management team to develop and execute project initiative, scope, and sustainability.
- o Conducts internal audits and creates reports to propose plans to improve the overall efficiency of a department/process.
- o Assists department managers and ADCI in identifying problems and inefficiencies within all departments.
- o Recommends solutions to make processes more efficient or profitable.
- o Implements new projects to help departments function more efficiently.
- o Helps determine new KPI's and ideas on how to improve current KPI's.
- o Supports/leads projects to achieve department cost objectives.

- o Builds statistical analysis reports to provide data to ADCI as needed.
- o Uses existing tools to analyze variances, initiating corrective actions, and scheduling expenditures.
- o Enhances department and organization reputation by accepting ownership for accomplishing new and different requests and exploring opportunities to add value to operations (Think outside the box).
- o Analyzes expenses and routine processes and gathers data about the organization's activities.
- o Collects data through workflows, employee interviews and reports, documents and records, etc. ·

Training Management:

- o Manages Enviro Tech's Training Management System via company EHSQ database system.
- o Aligns training with management's operating goals.
- o Ensure continuous improvement of content and delivery methods of the training program.
- o Promotes training to include cross-training, transfers, and skill improvement during Succession Planning. Training will be requested through middle management.
- o Ensures quality standards are achieved by communicating with QA, HR, and Ops department and well as departmental supervisors regarding training and employee and manager performance regarding training administration, hiring process, and performance reviews. ·

New Hire/ Onboarding

- o Coordinates new hire training and orientation programs.
- o Conducts first or second line screening interviews and assists managers in second, third or final interviews.
- o Assists with Employee Performance reviews. This will mean populating the forms ahead of time, coaching managers and supervisors, managing and filing completed forms, and managing Personnel MOCs.
- o Responsible for maintaining Company Job Descriptions. New positions will require new Job Descriptions, existing documents will need periodic review.

Education and/or Work Experience Requirements:

- Excellent communication skills (written and verbal) to facilitate discussions with all internal departments. ·
- Strong organization and problem-solving skills. ·
- Strong computer skills: Windows based PC programs; (i.e. Excel, Word, Outlook, and Google Docs) ·
- Preferred Experience: Teaching, Business Training and or Business Operations Experience ·

- HR or related education.

About Enviro Tech, an Arxada Company

Enviro Tech, founded in 1991, is a manufacturer of EPA and FDA approved chemical products for a variety of industries including industrial water treatment, food processing, agriculture, oil & gas and others. Enviro Tech has 41 parent EPA registrations and 15 FDA Food Contact Notifications. Enviro Tech's core chemistries are peracetic acid (PAA) and bromine-based biocides. Enviro Tech manufactures products in Modesto, CA and Helena, AR and in Levelland, TX. Enviro Tech has experienced significant growth since its inception and is now a fully functional business line within the Microbial Control Solutions business unit in Arxada.

Visit our website: www.envirotech.com

Equal Opportunity Employer

Enviro Tech Chemical Services, Inc. is an Equal Opportunity. All qualified applicants will receive consideration for employment without regard to sex, race, color, religion, national origin, age, marital status, political affiliation, sexual orientation, gender identity, genetic information, disability or protected veteran status. We are committed to providing a workplace free of any discrimination or harassment.

Job Type: Full-time

Pay: \$23.00 - \$28.00 per hour