

Operations Assistant (Bi-Lingual: English & Mandarin Required)

Norman International Inc.

\$20-\$28 per hour - Full-time

Job details

Pay

\$20-\$28 per hour

Job type

Full-time

Location

Lewisville, TX

Onsite

Benefits

- Full benefit package after 30 days of employment (Medical, Dental, Vision, Life, Long Term and Short-Term Disability Insurance, Paid-Time-Off, Paid Holidays, Pet Insurance, etc.)
 - 401K with Company match after 1 year of employment.
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Job Summary

With more than 50 years of unwavering passion for quality, Norman International, Inc. is among the world's largest and well-respected manufacturer of window coverings. Our long-standing commitment to quality and craftsmanship have made us the number one choice for homeowners who demand only the best!

We are seeking a highly organized and detail-oriented Operations Assistant fluent in English and Mandarin to join our dynamic team. The ideal candidate will possess strong analytical, communication, and problem-solving skills, with the ability to manage and improve day-to-day warehouse and supply chain operations.

Key Responsibilities:

Job Duties:

- Handle daily order processing and shipping/receiving arrangements.
- Coordinate with trucking companies, vendors, and internal teams.
- Reply to emails and follow up on delivery or pickup schedules.
- Help track shipments and update records.

- Prepare and maintain simple reports and checklists.
- Order office and warehouse supplies as needed.
- Assist with basic data entry and invoice checking.
- Support onboarding and basic training of new staff.
- Assist with other administrative tasks or projects assigned by management.

Qualifications:

- Knowledge of administrative and clerical procedures and systems, including managing files and records.
- Strong analytical and investigative skills.
- Able and willing to handle multiple tasks with competing deadlines.
- Proficiency in Microsoft Office Suite and web-based applications.
- Ability to understand and analyze data effectively.
- Ability to work both independently and as part of a team.
- Exceptional attention to detail and organizational skills.
- Advanced verbal and written communication skills in both English and Mandarin.

Norman is an equal opportunity employer of all qualified individuals; including minorities, women, veterans, and individuals with disabilities, and regardless of sexual orientation or gender identity. Norman will consider for employment qualified applicants with criminal histories in a manner consistent with all federal, state, and local ordinances.

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