

STAUB MANUFACTURING SOLUTIONS

Now Hiring: Business Operations Coordinator

\$55,000–\$75,000 annually, depending on experience | Full-Time | Hybrid across departments

Staub Manufacturing is looking for a Business Operations Coordinator to keep customer service, finance, and HR moving in sync — someone who's as comfortable running payroll as they are talking with a customer.

Founded in April 1997 with a focus on doing what's right, Staub Manufacturing Solutions is experiencing significant growth. We're looking for a detail-oriented, organized, and motivated Business Operations Coordinator to help keep our daily operations running smoothly. This hybrid position offers the opportunity to support multiple departments while gaining valuable experience across the organization. If you enjoy variety, thrive in a fast-paced environment, and are looking for a role with strong advancement potential, we'd love to hear from you!

What You'll Do

- Deliver exceptional customer service and serve as a primary point of contact for customer inquiries
- Input and process customer orders in our manufacturing ERP / job-shop software
- Manage Accounts Receivable and Accounts Payable payments
- Process weekly payroll
- Support Human Resources administration, employee benefits, and records
- Prepare weekly operational reports, including backlog, sales, and other key performance indicators
- Assist with additional duties and operational projects as needed

What We're Looking For

- Excellent organizational and multitasking skills
- Strong attention to detail and accuracy
- Outstanding communication and customer service skills
- Proficiency with Microsoft Office, especially Excel, with the aptitude to learn a new ERP system
- Ability to work independently while collaborating across multiple departments
- Previous experience in an administrative, operations, accounting, HR, or customer service role

You'll Fit Right In If You're...

Everything we do is guided by five Core Values — they're not just words, they're what we expect from every person on the team:

- Independent — you take ownership, are eager to learn, and are self-motivated
- Good Attitude — you're willing to help, compassionate, and bring enthusiasm to the team
- Want to Improve — you have a growth mindset and are never satisfied with "good enough"
- Quality Minded — you do it right, every time
- Do the Right Thing — honesty and integrity guide your work

Why Join Staub Manufacturing Solutions?

- Stable and growing company with a 96% customer retention rate
- Collaborative and supportive team culture
- Fantastic benefits package including insurance, retirement match, vacation, quarterly profit share, and more
- Opportunity to gain experience across multiple business functions
- Strong potential for career growth and advancement
- Competitive compensation

Ready to grow with us?

If you're looking for a career where your contributions make an impact and your opportunities can grow alongside the company, we'd love to meet you. Apply today and become part of the Staub Manufacturing Solutions team!

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