



2026 Full Time or Part time Position

Operations Assistant

ELINOR COATINGS, LLC

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About Us

Elinor Coatings creates solutions for corrosion, degradation, and fouling through research in surface protection. We value environmental sustainability and conservation and diversity in backgrounds, experiences, and personalities. This role will join a team of researchers in developing new formulations of protective and anti-corrosion coatings for metals. Support long-term federal research contracts in aerospace and ground vehicle support.

Overview

Provide reliable operational support by managing deliveries and shipping/receiving, serving as the front-desk receptionist for visitors and calls, and performing basic security and access control tasks to ensure a safe, efficient workplace.

Primary Responsibilities

- Deliveries & Shipping/Receiving:
 - Receive, log, and route inbound packages, materials, and mail.
 - Prepare outbound shipments; coordinate with carriers; maintain tracking records.
 - Keep receiving area organized; escalate damaged or missing items.
- Reception & Front Desk:
 - Greet & direct visitors; maintain visitor log; issue temporary badges.
 - Answer and route phone calls; monitor shared inboxes; schedule conference rooms.
 - Support office services (supplies, vendor coordination, courier pickups).
- Security (basic):
 - Monitor entry points; ensure badge compliance; enforce sign-in/out procedures.
 - Conduct periodic lobby/entryway rounds; report incidents to Facilities/Security.
 - Support emergency drills; maintain access cards list; assist with CCTV check requests (no investigative duties).
- General Operations Support:
 - Support Aurora Director and Office Coordinator with Administrative duties as needed.
- Additional duties as assigned.

Qualifications

Minimum Education/Experience

- High school diploma or equivalent required; associate's degree a plus.
- 1-2 years experience in reception, shipping/receiving, or administrative support.
- Strong customer service and communication skills.
- Basic proficiency with Microsoft 365 (Outlook, Teams, Excel) and shipping platforms (UPS/FedEx).
- Ability to lift up to 50 lbs and stand/walk for extended periods.
- Valid driver's license; reliable transportation.
- Background check required; CPR/First Aid certification preferred.

Classification and Compensation

Full or Part Time/Benefited or Non-Benefited

- \$15-20/hour
- 401K Match
- Employee Assistance Program
- 100% paid employee healthcare, vision, dental, disability and life insurance (Full Time)
- Starting PTO is 16 days annually with 14 paid holidays and 12 paid sick days (Full Time)
- Voluntary HSA, Flex, and more (Full Time)

Application Procedure

Apply on our website via the careers page:

- Cover letter
- Curriculum vitae/resume
- Three (3) references