



Seeking Experienced

Operations and Quality Control Supervisor

Atlas Field Services, Inc. is seeking an experienced Operations and Quality Control Supervisor. Under general supervision of the Operations Manager and Chief Operations Officer (COO), manages, directs, coordinates and supervises the Quality Control activities and functions; ensures that assigned properties are inspected for Quality Control; ensures that failed inspections are corrected; ensures that repairs and maintenance activities are in compliance with contractual agreements and prepares various reports related to Quality Control. This position may perform on-site inspections. This position also organizes, supervises, and participates in the work of the clerical support unit and has operational oversight and responsibility for day to day operations of the company, which include: organizing and reviewing clerical staff work; organizing and coordinating office operations consistent with established policies and procedures; and supervising clerical staff and monitoring staff performance. Employees are expected to supervise a small clerical unit and perform office support work using judgment within limits established by specific references, procedures, and sequences, and alternatives to different work situations, referring questions outside these limits to the President or COO as appropriate. This position is "at-will". The FLSA classification of this position is Non-Exempt.

Minimum Qualifications

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Possession of a high school diploma or GED. Possession of a Bachelor's degree in a related field is desirable.

Possession of a valid California Driver's License, acceptable driving record, and possession of personal automobile insurance is required.

Three years of full time experience working in an office environment, which included performing quality control related activities. Supervisory experience is desired. Must be proficient in Microsoft Excel.

To apply, please go to www.atlasfieldservices.com and click on the "contact" tab. Please select the Operations and Quality Control Supervisor application package. A completed application packet, responses to supplemental questions **AND** a copy of your resume can be faxed to (916) 307-5790; or e-mail it to employees.atlas@gmail.com No phone calls please. RESUMES ARE NOT ACCEPTED IN LIEU OF THE REQUIRED APPLICATION PACKET. Incomplete applications will not be reviewed.

ONLY THE MOST QUALIFIED APPLICANTS WILL BE CONTACTED FOR A HIRING INTERVIEW.

Final Filing Date: Open until filled

Position may require extended daily work schedules, occasional weekends and light travel.

Successful candidate will have to pass pre-employment background check. We are a DRUG FREE workplace.

We are an equal opportunity employer.

Compensation— \$30,000 - \$35,000 per year plus benefits.

Benefits-Generous employer contribution towards health, dental, vision and life insurance upon meeting eligibility requirements. Paid holidays, vacation leave, and sick leave benefits are also available. ATLAS FIELD SERVICES, INC. personnel are employed on an "at-will" basis.