KOYORAD

https://koyorad.com/job/operation-assistant-2

Operations Assistant – FULL TIME POSITION

Hiring organization
KOYORAD COOLING SYSTEMS, INC.

Employment Type
Full-time

Beginning of employment
ASAP

Industry
Automotive

Job Location
15 Doppler, 92618, Irvine, CA, USA

Working Hours
Monday–Friday, 8:00 AM – 5:00 PM

Base Salary
$ 20 - $ 24

Experience
Entry Level

Description

Koyorad Cooling Systems, Inc. (Koyorad) is a leading manufacturer of premium automotive cooling components, specializing in OE aftermarket radiators, high-performance all-aluminum radiators, oil coolers, and condensers. We are currently looking for a **Operations Assistant** to join our team.

Responsibilities

- Process sales orders, conduct inventory checks, and track shipments
- Attend trade shows, car shows, and events (some travel and weekend work required)
- Support website maintenance and social media marketing efforts
- Perform additional tasks as needed to support company goals
- Handle digital photography (product and event), photo editing, and light graphic design
- Conduct research based on specific requests or project needs
- Manage calendars, schedule meetings, and coordinate appointments to ensure efficient use of time and resources
- Draft and send letters, emails, and other professional communications to support internal and external stakeholders
- Accurately enter and maintain information in databases and spreadsheets, ensuring data integrity and easy retrieval
- Provide support for various projects and tasks as needed, contributing to the successful completion of team and company objectives

Qualifications

- Passion for automobiles and the sport compact/high-performance industry.
- Familiarity with automotive parts.
- Experience in the automotive aftermarket industry or a related field is preferred.
- Bachelor’s degree in business, marketing, or a related field is preferred.
- Proficiency in Microsoft Excel, Word, Outlook, Teams.
- Strong written and verbal communication skills.
- Excellent organizational and information management skills.
- Ability to adapt, problem-solve, multitask, and learn quickly.
- Reliable transportation to the Irvine, CA office.
- Must be able to work **on-site** Monday–Friday (this is not a remote position).
- Must be able to lift 30lbs
- Japanese language skills are a plus but not required.

Job Benefits

- Medical, Dental, Vision, Life Insurance
- Simple IRA
- Company Holidays
- Paid time off

Contacts

KOYORAD COOLING SYSTEMS, INC.
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