

REVENUE OPERATIONS SPECIALIST

Revenue Operations Specialist/Manager

AJS Trucking Office 307 State Ave SW Warroad, MN 56763

This position is for a dependable, experienced individual with drive and creativity. We are always looking for new and creative ways to manage workflows and job experiences for our customers as well as our operators. In this position you will find yourself handling jobs from start to finish. From onboarding a new customer, preparing estimates and contracts, maintain control of the project schedule to finalizing the job with signed waivers and final payment retrieval. Office hours are Monday through Friday (excluding major holidays) 8:30am - 4:30pm. Our current office staff is small and company focused.

Requirements

- 3 years experience in revenue operations, billing, accounting support, or office management.
- Must be comfortable working with job-based billing and documentation
- Experience using Quickbooks or similar accounting software
- Strong understanding of invoicing, accounts receivable, and revenue tracking
- High level of proficiency with Microsoft Excel /Google Sheets and digital file systems

Work Style & Capabilities

- Highly organized with attention to detail
- Able to manage multiple priorities and deadlines without constant supervision
- Comfortable working independently and Task Ownership
- Clear and professional communication
- Confident in following and enforcing processes and standards
- Outside the box thinker with the ability to help implement policies, ideas, structures and duties.

Problem Solving & Systems Mindset

- Forward thinker - Solution oriented
- Identify gaps, inefficiencies, or breakdowns in workflows and help repair them
- Willing to think beyond “getting it done” and works hard at doing it correctly and consistently

Professional Expectations

- Reliable, punctual, and consistent
- High level of integrity and confidentiality
- Comfortable working in a fast-moving, real-world business environment
- Able to work with owners, field staff, and customers professionally

Preferred (Not required)

- Experience in Trucking, Construction, Concrete, or other Service based industries
- Familiarity with compliance documentation, job costing, or contract billing
- Prior experience supporting Owner-Operator or other multi-division businesses

This role is a good fit for you if:

- you like building systems and improving how things flow and work
- you prefer structure, accountability and follow-through
- want responsibility and input - not micromanagement
- you're creative and like solving problems - being able to dig deep into structures and framework and help build lasting solutions that benefit everyone

Benefits

- MN Paid Leave
- Accrued Sick and Vacation time
- Employer Contributed Simple IRA/Retirement accounts
- Employer Contributed Aflac Supplement Policy
- Employer Contributed Globe Life Supplement Policy
- Major Holidays off
- Room for advancement in the company

This position focuses on revenue flow and operational follow-through, not bookkeeping. We are looking to add someone to our team who is ready to make big changes to an established and growing company. If you feel this might be the right fit for you, here is how to apply:

- In person at 307 State Ave SW Warroad, MN 56763 during office hours Monday - Friday 8:30am - 4:30pm
- Online on our website at ajstrucking.com under CONTACT US
- Or mail in your resume to PO BOX 23 Warroad, MN 56763