



For over forty years, Daycos has assisted transportation companies by creating solutions and driving revenue to their bottom line. For some transportation companies, we are a complete outsourcing provider for their financial back office. For others, we improve a piece of their internal process, such as providing technology tools that help them bill or pay invoices more efficiently or performing a post-audit to find money that was left behind.

Project Administrator

The Project Administrator supports the operational and growth initiatives of the company including direct support of the Operations Analysts and COO by covering the administrative and analytical components of projects. The ideal candidate would be adaptable and thrive on organization, digging into data, and working in a collaborative environment.

Project and Operations Support

This position is responsible for supporting the COO/CFO and Operation Analysts, which may include:

- Creating and maintaining project documentation.
- Setting deadlines and collaborating with teams to monitor and summarize project progress.
- Preparing meeting agendas using a variety of facilitation methods.
- Creating communication plans to ensure attendees are prepared for meetings.
- Completing administrative/ clerical tasks to assist in the completion of a task or special project.
- Supporting operational projects, tasks, and needs as necessary.

Reporting/Analysis

This position should become proficient in reporting and analysis of historical customer data, project data, and productivity data which may include:

- Building reports and dashboards with the help of various reporting tools and methods.
- Analyzing data to validate theories and assist team members with making informed decisions.