
Position: Operations Coordinator

Location: TIGG Oakdale

Reports to: Controller

Position Summary and Functions:

Responsible for coordinating change-out services and handling logistics for PA operations. Additional responsibilities include purchasing of activated carbon and inventory control.

Nature of the position:

- Coordinate change-out services by working with the customer and service crew to schedule dates and work to be performed. Handle special instructions such as restricted areas, time restraints and required training. Rent any necessary special equipment, such as lulls, cranes or special trucks.
- Arrange for the disposal of spent carbon and shipment of replacement carbon to the site. Work with the disposal facilities to ensure spent carbon approval profiles are kept up to date.
- Handle any and all unforeseen issues that may occur during planned change-outs, such as adverse weather conditions, broken equipment, last minute rescheduling at the request of the customer or crew, etc.
- Prepare job cost estimates and provide to sales. Assist with customer pricing and sales order entry into the ERP system as needed.
- Build and maintain relationships with activated carbon and freight suppliers, while gathering and negotiating pricing.
- Order and maintain inventory of media and warehouse supplies based upon upcoming business needs. Transfer rental equipment between site locations.
- Schedule and direct inbound and outbound shipments. Contact freight carriers to secure the best rate, prepare bill of lading/labels, and handle any unforeseen issues, such as lost/damaged items.
- Respond to customer inquiries in a timely manner.
- File all paperwork accordingly and maintain proper audit documentation.

Requirements:

- BA/BS degree
- Minimum 10 years of work experience
- Highly motivated self-starter
- Excellent written and verbal communication skills



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- Excellent analytical and organizational skills
- Ability to work overtime as needed
- Activated carbon experience/understanding a plus
- Experience with Microsoft Dynamics a plus