

Public Works Coordinator

Benefits: Candidates on temporary assignment may qualify for our competitive benefits package which includes group health, life and disability insurance and voluntary benefits such as retirement savings and holiday pay.

Salary range: \$28.00 to \$28.00 hourly
Employment status: Contract / Temporary

Description

Immediate opening for Public Works Coordinator with one of the largest IT servicing companies in the US

As the Public Works Coordinator you will be doing a variety of administrative tasks:

- Must Haves: 2+ years of professional office experience in project coordinating or dispatch/scheduling, Strong knowledge of MS Excel and pivot tables, expert interpersonal skills
- The Public Works Coordinator supports servicers by scheduling Preventative Maintenance (PM) inspections, on-demand service requests, factory Field Change Notices (FCNs), commissioning projects, then documenting the address where the request will be
- The Public Works Coordinator will maintain a master schedule of all Customer Engineers (CEs) daily service appointments and dispatch them to the assignment
- The Public Works Coordinator will answer customer calls, schedule appointments, and will have lots of email management/correspondence
- The Public Works Coordinator be running customer reports, invoices for the CEs, as well as payroll reports making sure they meet legal compliance requirements in "Prevailing Wage"
- Manage the site activation or cancellations, and renewal activity for existing, new and pending contracts
- The Public Works Coordinator will monitor and track start up projects, PM activity to ensure on-time completion
- Training apprentices and scheduling their required on-site time

Requirements

Must Haves: Strong Scheduling/Calendar management experience, Strong knowledge of MS Excel and pivot tables, expert interpersonal skills

Nice to Haves: 2+ years of professional office experience in project coordinating or dispatch/scheduling

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This Job Posting will expire in 10 days.

