

Job Train - Menlo Park (5924)
To: Employment Counselor
Date: 04/28/2024



95133
Watsonville, CA, 95133

Administrative 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: \$19.95 to \$23.10 hourly
Employment status: Contract / Temporary to Hire

Description

Company: Applied Industrials

Address: Gilroy

Remote or Onsite?: onsite, have needs in watsonville and gilroy

Job Function/Position Title: customer service/warehouse/driver

No vax required, if not vaxxed needs to wear mask

Start Date: asap

Work Hours: ft, 8-5 m-f, hour or half hour lunch

Duration: temp to hire if right person

Project Description/Job Duties/Day to Day Responsibilities: receiving, answer phones, driving, deliveries, gilroy – royal oaks to morgan hill, no more than an two hours/day of driving

Coordinators complete organizational and management tasks that support the efforts of a variety of projects, campaigns or events. Common Coordinator duties and responsibilities include:

Communicating with clients or employers about project, event or campaign expectations and goals

Collaborating with clients or employers, finance teams and other team members on budgeting and allocating funds

Delegating tasks to appropriate team members

Managing deadlines and progress across the team to ensure the project is delivered on time and on budget

Organizing third-party providers and vendors to deliver elements that can't be produced in-house

Overseeing the delivery of projects and making adjustments as necessary to ensure they are delivered to specifications and high standards

Collecting and analyzing feedback from customers and other project users to gauge satisfaction and success

Requirements

Qualifications:

- Customer Service
- Administrative Assistance
- Shipping & Receiving

For immediate consideration, please call/text Desiree (408)961-2983

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This Job Posting will expire in 10 days.