

JOB POSITION DESCRIPTION

Office Services Coordinator

General Job Description

The Office Services Coordinator is responsible for assisting the Purchasing Manager and Safety Manager by performing a variety of administrative activities relating to administrative, clerical and office related support duties as listed below.

Location

Centennial, CO 80112

Responsibilities

- *Business Process Analysis and Documentation:* Track and document all materials and tools at Weifield finding ways to be more efficient and profitable. This involves conducting meetings with the warehouse manager and purchasing manager to discuss inventory strategy and goals.
- *Identify Solutions for Improvement in the Organization:* Through process analysis, this individual shall determine areas of potential improvement in terms of efficiency and company effectiveness, then develop appropriate solutions.
- *Information Dissemination:* Develop and facilitate high-quality and high frequency communications throughout the company.
- *Company "Handyman":* Act as an internal consultant to help multiple persons and departments within the organization develop programs and solutions to enhance efficient and/or effectiveness.
- *Industry Awareness:* Continually seek industry and market information to provide Weifield with the information necessary for successful business development.

Specific Job Requirements:

Purchasing:

- Assist in updating the daily board for both drivers
- Tool reporting for the projects and asset tracking
- Assist in getting the monthly Treats out to the projects
- Assist in daily activities as assigned by the Purchasing manager answer and return phone calls
- Assist in UPS Fed X tracking
- Inventory and order office supplies
- Must be able to use Excel
- Audit reports as needed

Safety:

- Refine template for Safety Department goals
- Develop template for Safety Ownership Committee agenda
- Manage and organize sign in sheet log, incident report documents, vehicle report documents, related documentation
- Create and manage files for vehicle incidents
- Generate and file incident report(s) from handwritten and computer documentation.
- Communicate incident report information to insurance provider and Safety Manager.
- Create SDS document folders for all projects as well as computer file for server. Manage and organize SDS server files

- Receive and distribute safety need list and start up packets for all projects
- Research and provide safety topic for monthly newsletter to marketing
- Help create higher quality Toolbox Topic documents for field use.
- Help communicate information between Safety Ownership Committee team members.
- Assist with Modified duty workers office work duties. OSHA training, CPR training, Clerical duties, etc.
- Review Daily Huddle JHA documents for “Red Flag” indicators.
- Create Safety Posters for field.
- Monitor Safety team calendar(s).
- Organize notes from Safety Ownership Committee meetings and distribute to members.
- Set up Video conferencing for Safety Ownership Committee meeting.
- Develop training log Matrix for Apprentice training.
- Help develop safety policies as needed

General Office Duties:

- Maintain and stock office, kitchen and vending machine inventory/supplies
- Answer main office phone
- Assist Purchasing Manager and Safety Manager with special projects as assigned
- Assist the Fabrication Manager with timecards for the Prefab shop
- Coordinate with other office department and locations as needed; i.e.: (IT needs, employee related questions, building and office equipment maintenance concerns)
- Act as after-hours building contact in case of emergencies, i.e.: (alarm issues, IT and snow removal)
- Other duties as assigned

Qualifications/Skills Required

- 1 to 2 years administrative or executive assistant experience is preferred.
- Possess excellent quantitative and analytical skills.
- Possess excellent documentation and oral communication skills.
- Candidate should have a basic understanding of Microsoft Office products.
- Possess entrepreneurial approach to problem solving.
- Must be intrinsically motivated, detail oriented and not accept second-best.
- Candidate must possess strong interpersonal skills in order to work in a diverse, dynamic and fast-paced environment.
- Candidate must be self-motivated and flexible to accommodate changes in Weifield’ s business strategies.
- Candidate must possess clean DMV record for use of company vehicle when needed.

Reporting

The Office Services Coordinator reports to the Purchasing Manager and takes direction from Purchasing Manager, Safety Manager and Fabrication Manager (with timecards only).

Typical work hours are 7:00am – 3:30pm.

Supervisory Requirements

These Office Services Coordinator does not have direct supervisory responsibility.

Measurements

The purchasing and warehouse assistant’s success is measured by the following criteria:

- development of procedures that streamline operations,
- able to bring answers to the table and implement solutions quickly, and safely
- self-driven evaluations

Compensation Package

Start Date:	TBD
Status:	Full-time
Pay Rate:	DOE
Employee Health Insurance:	Healthcare 100% of the "Base Plan" by WGC 1 st of the month following 60 days of employment, not to exceed 90 days of employment
Family Health Insurance:	Portion paid by employee based on coverage selection after 60 days of employment, not to exceed 90 days of employment
Voluntary Dental/Vision Insurance:	Portion paid by employee based on coverage selection after 60 days of employment, not to exceed 90 days of employment
Disability & Accident Insurance:	Portion paid by employee based on coverage selection after 60 days of employment, not to exceed 90 days of employment
Life Insurance:	Portion paid by employee based on coverage selection after 60 days of employment, not to exceed 90 days of employment
Flex Plan:	Employee can set aside \$2500 pre-tax dollars for health/\$5000 for daycare after 90 days
PTO:	After six months, accrue five days per year 1-3, 10 days per year 3-5, 15 days per year after 5 years. Seven paid holidays per year.
401k/Safe Harbor:	Participate at 60 days year. Weifield matches 100% of investment up to 4% after one year of continuous employment.
Cell Phone:	TBD
Schedule:	The anticipated work schedule for this position is 7:00AM – 3:30PM M-F, flexibility of hours is required for training and special events
Current Driver's License Required:	Yes

This job description reflects management's assignment of essential functions and position responsibilities. Nothing in this job description restricts management's rights to assign or reassign duties and responsibilities to this job at any time.

Weifield Group Contracting LLC is an Equal Opportunity Employer.