



OPERATIONS COORDINATOR JOB SCOPE & CRITERIA

POSITION

Scene Ideas Inc. is seeking an experienced Operations Coordinator to support our team. The Operations Coordinator will report directly to the Operations Manager and will work in conjunction with our Sales team to assist and provide project logistics. This individual will be responsible for coordinating and scheduling the logistical components of our projects including but not limited to scheduling labour and transportation, coordinating build schedules, and client communication. We are looking for a high energy, positive and enthusiastic team member who can thrive in a fast-paced business. This position will primarily take place in our office however there may be requirements to work offsite at job sites as required by our projects.

OBJECTIVE

To coordinate and schedule project and job logistics including client communication and transport for all projects.

GENERAL DUTIES

- Support the Operations Manager by assisting in the proactive coordination of workflows including the creation, coordination and dissemination of related information / details to all relevant parties and departments
- Work in conjunction with the operations and sales teams to coordinate logistical components for all upcoming and confirmed projects including scheduling and booking transportation as required
- Work in conjunction with the operations and sales teams to coordinate labour and materials for all upcoming projects and work sites
- Maintain calendar to track all labour calls and distribute daily labour schedule internally
- Regularly update and maintain crew labour database
- Coordinate and schedule drivers to achieve efficiencies for deliveries and pick ups
- Source and procure vendors as needed and update supplier database
- Assist Operations Manager with client communications regarding logistics for upcoming projects and jobs
- Prepare, update and distribute project documentation including but not limited to schedules, onsite forms, tool and equipment lists, etc.
- Work in conjunction with the Operations Manager to manage all aspects of Flex Rental Solutions software (<https://www.flexrentalsolutions.com/>)
- Monitor and report on project progress to Operations, Sales and Manufacturing and track all changes to project scope
- Act as a main client contact for clients and crew during installs and strikes
- Utilize Flex Rental Solutions to create and review pull sheets for the warehouse
- Assist fabrication, operations and sales teams to develop tool lists and detail out all requirements / needs for builds and rentals and then disseminate that information to all relevant parties in a timely manner
- Help as required to maintain an open line of communication to maintain project timelines and track key milestones and flag potential conflicts as necessary



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- Identify and propose resolutions for any inefficiencies, conflicts or perceived shortages in stock or equipment
- Estimate and establish deadlines as needed regarding inventory requirements or cross rentals
- Source and obtain quotes for supplies and cross rentals as needed
- Identify any issues that need clarification from sales team or clients prior to order being pulled by warehouse
- Work in conjunction with operations team to follow through with procedures and existing policies to maintain an efficient workflow on all projects
- Follow and maintain safety standards and procedural guidelines
- Contribute to a positive, professional and team-oriented atmosphere
- Other duties as assigned

SKILLS & EXPERIENCE REQUIREMENTS

- Minimum of five (5) years of professional experience in a similar position.
- High school diploma or equivalent.
- Strong computer skills on PC including great working knowledge of Microsoft Office.
- High aptitude for learning new computer programs / software.
- Excellent verbal and written communication skills.
- Strong organizational and time management skills.
- Capacity to establish priorities and work under pressure.
- Flexibility and adaptability to changing workloads.
- Excellent customer service skills.
- Ability to liaise well with others and work within a team.
- Ability to delegate tasks when needed.
- Aptitude for problem solving and attention to detail.
- Ability to think critically and make sound decisions.
- Ability to work and think independently without direct supervision.
- Aptitude to be a team player with a high level of dedication.
- Willingness to work additional time where necessary to complete tasks and meet deadlines.
- Must possess and maintain a valid driver's license with clean driving record.

EXPECTATIONS

- To always conduct oneself in a courteous and professional manner.
- To contribute in positive ways that foster a collaborative, team-oriented work environment.
- To always respond to all communications, verbal or written, in a timely manner.
- To approach workflow in a proactive fashion, following up with relevant parties as needed.
- To be forward thinking, always considering the bigger picture and how to best achieve it.
- To make recommendations and suggestions to improve workflow and efficiencies.
- To finish tasks to completion.
- To provide updates and status reports regularly especially when tasks have been completed.
- To clarify any tasks, items or requests that are unclear or require more explanation.
- To ask for help when needed.
- To express and share goals for professional development.



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- To support teammates.
- To understand and adhere to the company's code of conduct.

SCHEDULE

- Schedule is based on a 40-hour work week
- Office hours are Monday to Friday from 7:30 am to 4:00 pm with evenings, weekends, and overtime on job sites as necessary
- This position will primarily take place in our office/shop in Richmond however there are requirements to work safely offsite at job sites as required by our projects

OTHER

- International applicants without valid work permits and who are not currently residing in Canada will not be considered

SALARY

- \$55,000 to \$62,000 / year based on experience and skillset (CDN)