



Operations Coordinator Job Description

FLSA Status: Non-Exempt

Reports To: Operations Manager

Summary: Responsible for recruiting inspectors via telephone, fax and email to perform property inspections throughout the United States while communicating and coordinating specific inspection details and instructions.

Essential Duties and Responsibilities include the following: (Other duties may be assigned)

- Contacting inspectors via telephone, email, and other forms of communications to coordinate various types of inspections throughout the United States
- Communicating essential details and instructions of order specifications
- Negotiating fees with individual inspectors
- Answering incoming calls from contractors and clients
- Researching new resources for acquiring inspectors.
- Identifying and providing feedback on areas of improvement within the company

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty while striving for excellence. Core skills and abilities required should include multi-tasking, problem-solving, negotiating and communicating comfortably with inspectors through various mediums.

Education/Experience: Associate's degree (A.A.) or equivalent from two-year college or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience.

Comprehensive Ability: Ability to apply common sense while reading and interpreting documents such as industry publications and detailed instructions.

Math Ability: Ability to calculate figures and amounts and to apply concepts such as fractions, percentages, ratios and proportions to practical solutions.

Computer Skills: An individual should have knowledge of Microsoft Office, email, Internet software and Contact Management systems.

Work Environment: The employee is frequently required to sit at a desk or workspace. Majority of the daily tasks will be completed using a computer or general office technology. The employee is required to have visual and analytical acuity to perform activities such as preparing and analyzing data and figures, operating a computer and reviewing reports for accuracy.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Employees will follow other instructions, and perform other related duties, as assigned by their supervisor.