

Operations Coordinator | Fort Collins

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Company: Service Logic Company

Location: Fort Collins

Category: other-general

Operations Coordinator | Fort Collins, CO

Company Overview:

Service Logic is the nation's largest independent HVAC service company with over \$1.4 billion in annual sales and 4,100 employees. The strategy of Service Logic is to identify and acquire quality local HVAC service companies and accelerate the organic growth of recent acquisitions as well as the base businesses by focusing on increasing the maintenance contract base.

Tolin Mechanical Systems Company (Tolin) was the first HVAC company acquired by Service Logic in 2004. Tolin was originally established in 1948 in Denver, Colorado and including Denver also has 3 other offices in Colorado [Fort Collins, Colorado Springs, Silverthorne], 2 offices in Arizona [Phoenix, Tucson] and an office in the Mid-Atlantic region. Tolin's annual sales exceed \$90 million and Tolin has approximately 350 employees.

Tolin is proud of the customer-centric team we have built over the years, made up of the most talented engineers, HVAC technicians, sales professionals, operations personnel and our highly qualified financial and administrative team. We provide centralized corporate services to all locations from our corporate headquarters in Denver, CO.

General Description:

Tolin Mechanical , an established, well recognized and respected HVAC service contractor, is looking for an experienced commercial **Operations Coordinator** to join our **Fort Collins**

Branch. We are seeking a candidate who meets the qualifications listed below.

Provide support to service and project operations to ensure that all contractual commitments to the customer are met in a timely, high quality and, cost effective manner. Maintain the highest level of customer satisfaction possible, exceeding customers' expectations. Help to ensure that financial objectives are redeemed through efficient and effective coordination. Work directly with Operations Manager to execute service and project goals.

Responsibilities for Operations Coordinator

Project management, scheduling, and asset management

Equipment/Materials Procurement

Subcontract Administration

Booking

Project Permitting and Scheduling

Field Staff Coordination

Status Reporting

Conduct Inspections and Job Audits

Maintenance Agreements

Customer Service

Project Closeout

Subcontract administration and maintenance

Ideal candidates will have the following qualifications :

Excellent project management skills

Values and display exceptional customer service

Strong organization skills

Experience and demonstrated ability to build relationships with internal departments, vendors, and customers

Engineering experience is a plus

Minimum Qualifications:

Over 18 years of age

High School diploma or GED

Strong written and verbal English skills

Valid driver's license with driving record in good standing

1-2 years' professional experience

Compensation & Benefits:

Average Starting Salary: \$22.00-\$25.00 per hour, plus overtime. Combined experience, education, skills and knowledge will be taken into consideration.

Medical, Dental and Vision Plan

Life insurance

Long Term disability

Flexible Spending Accounts

401K Plan

Profit Sharing based on company performance

Tuition Reimbursement

Company cell phone

Gas Card

Paid Holidays

PTO Program

Professional training and development

Tolin Mechanical is an Equal Opportunity Employer.

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