



JOB DESCRIPTION

Job Title: Operations Coordinator
Compensation Range: \$22 per hour
Reports to: Principal Consultant/Owner

Class: Full-time
FLSA: Non-exempt

SUMMARY

As an Operations Coordinator for Integrity Environmental LLC (Integrity) this position will be responsible for the efficient operations and administrative support of the Integrity team. This support will range from being a primary point of contact on company phones to making travel arrangements and accurately performing scheduled quarterly, semi-annual and annual events for marketing, risk management and human resource functions.

This diverse position provides assistance in five separate areas of company operations and requires superior attention to detail, great organizational skills, and the ability to handle multiple urgent requests successfully. This is a full time position that will be performed from home most of the time.

DUTIES

- Executive Assistance
 - Manage business calendars, expense reports and travel arrangements.
 - Handle and monitor Principal Consultant's phone calls and messages. Respond to questions; take messages, route, and screen clients as appropriate.
 - Manage a variety of special projects for the Principal Consultant, some of which may have organizational impact.
 - Creating and editing spreadsheets in Google Docs, Excel, and Smartsheets to communicate information with various teams within Integrity
- Marketing & Customer Relations
 - Answer phones during assigned working hours, routing calls to the appropriate team member for handling.
 - Manage front line inquiries for quotes, offering friendly customer service and simple rate quotes successfully to prospective clients.
 - Assist in writing press releases, social media posts, and contract proposals.
 - Maintain the Integrity website.
- Human Resources
 - Update and maintain Human Resource filing for all employees, assist Bookkeeper with new employee hiring process.
 - Track and communicate information to employees about benefits such as mileage, per diem reimbursement, benefits, etc.
 - Coordinate and be the primary lead on various company events.

- Office Management
 - Collect, sort, scan, and route all incoming correspondence. Prepare replies to routine letters and memos. This requires physically checking the company mailbox located in Eagle River, Alaska.
 - Distribute information to employees and clients including notices, newsletters, memos, checks, and other information as directed.
 - Order and track the use of office equipment and supplies, establish order standards to control costs.
 - Maintain company records and digital files as necessary.
 - Review documentation and submit all non-project accounts payable to accounting.
 - Monitor and maintain software subscriptions, seek cost savings and streamline subscriptions where possible.
 - Track all required insurance and regulatory license requirements for the company, ensure all critical deadlines are met.
 - Consider process improvement ideas and discuss implementation with staff.

- Other duties as assigned.

SKILLS & QUALIFICATIONS

To perform the job successfully an individual must be able to perform each of the job duties in a satisfactory manner.

- Proven experience as an Operations Coordinator or other relevant administrative support experience.
- Maintain the confidentiality of all sensitive communications.
- Ability to organize a daily workload by priorities.
- Must be able to meet deadlines in a fast-paced quickly changing environment.
- A proactive approach to problem-solving with strong decision-making skills.
- Professional level verbal and written communications and presentation skills; analytical skills highly desired.
- In-depth knowledge of Microsoft Office (Word, Excel, PowerPoint, and Outlook).
- Ability to work within shared drives such as OneDrive and Google Drive.
- Demonstrated ability to participate in individual and team-based activities, including a willingness to learn, teach and train others.
- Ability to work with others using courtesy, tact, and good judgment.
- Ability to work independently on assigned tasks with minimal or no guidance.
- Willingness to learn new software workflow and functions and take on additional duties.
- Valid Alaska driver's license and access to reliable transportation.
- Ability to meet deadlines and anticipate the time work commitments will take.
- Bachelor's Degree preferred, but not required.
- QuickBooks experience preferred but not required.
- Website creation and maintenance experience preferred but not required.



- Must have the ability to be flexible with personal scheduling to meet deadlines.

PREFERENCES

- Knowledge of bulk fuels or transportation industry.
- Prefer candidate be located in Eagle River, Alaska.
- College degree, or technical certifications in a related field.
- Knowledge/experience with Smartsheets, InDesign, or QuickBooks.

REQUIREMENTS

All duties are to be performed at the employee's home and with their personal automobile. No office space is provided with this job. To perform this job, the successful applicant must have their own office space, access to a phone, and high-speed internet to be dedicated to work activities. A company-owned laptop and the most current versions of applicable software programs will be provided by Integrity.

There are minimal travel requirements for this position including, but not limited to: pickup and delivery of field equipment, job supplies, mail, etc. All travel details will be mutually agreed upon by both the employer and employee.

The applicant must possess a valid driver's license with a satisfactory driving record and automobile insurance with the following coverage rates: Bodily Injury \$100,000 / \$300,000.

SCHEDULE

This position is full time, 40 hours per week. Normal office hours are 8:00 a.m. to 5:00 p.m. Monday through Friday, however hours can be flexible depending on company needs and in line with our company values of supporting family needs along with employment needs. All schedule flexibility and overtime must be pre-approved. When work is assigned, a deadline for completion will be included. The successful applicant will be able to manage the workload within their schedule to meet the assigned deadlines.

EXPENDITURE AUTHORITY

This position has expenditure authority with prior approval related to office supplies, shipping, subscriptions, travel arrangements, etc.

COMPENSATION & BENEFITS

As an Operations Coordinator for Integrity, your compensation will be **\$22.00 per hour**.



Additional benefits will include, but are not limited to:

- Paid time off (PTO) & holiday pay
- Health insurance
- Retirement benefits with company matching
- Ongoing paid training as determined by employer
- Workman's Compensation coverage as determined by employer
- Eligibility for annual bonus determination

Benefits not included:

- Long-term or Short-term insurance

ADMINISTRATION

Work is to be documented in TSheets. Hours worked are to be submitted in an electronic time sheet with a brief description of project progress and the date/time hours were worked. Employee is to submit hours worked by the 15th and last day of each month by 5:00pm. Pay distribution will occur on the 15th and last day of each month via automatic direct deposit.

DURATION

Employment is considered "at will" and the person hired into this position will be expected to sign and return an acknowledgement of this employment status stating that they understand that this means that Integrity can end employment at any time without cause or notice.

All new Integrity employees are required to adhere to a 90-day probationary period during which extra coaching will be provided to learn the new position. At the end of the probationary period, a formal review and discussion will ensue regarding continued employment. This probationary period does not change the at-will employment relationship between the employee and Integrity.



Employee Signature: _____ Date: _____

