



## **JOB POSTING: Operations Coordinator**

GREENGUARD Environmental Institute (GEI) seeks a motivated and energetic **Operations Coordinator** committed to providing operational and administrative support for department, certified manufacturers, and potential GREENGUARD customers.

### **ESSENTIAL JOB REQUIREMENTS**

- Maintain GREENGUARD's online Product Guide and Listing Programs
  - Website functions include: registering customers online, assigning appropriate customer permissions, uploading products, constant monitoring and maintenance of new products and or deletions to product guide, fielding website inquiries, and providing product guide and My GREENGUARD customer portal maintenance as necessary
- Perform essential tasks related to the implementation of the certification process
  - Track manufacturer statistics, process certification documents, provide appropriate information and updates to departments for quarterly/monthly reports, send regular customer communications with appropriate follow up and support program documentation efforts
- Responsible for monthly invoicing associated with the GREENGUARD Certification Program
  - Analyze contract fees, schedule invoicing, and communicate issues with customers regarding credit status
- Assist in prioritizing, generating, and issuing sample requests for existing customers in a routine and timely manner
- Maintain current and accurate information in customer relations database
- Organize, create, and maintain files; ship materials as requested; distribute emails/faxes accordingly
- Perform routine tasks in the GEI Scheduler and support Operations Managers in these areas and tasks.
- Attend weekly coordinators meetings and other staffing meetings providing updates to staff members
- Work with other departments on related activities or when necessary for assigned projects

### **REQUIRED EXPERIENCE, SKILLS AND ABILITIES:**

- Required experience working in fast paced, process oriented environment, proficient computer skills including Microsoft Office Suite and software tools, presentation, and spreadsheet skills.
- Must be highly focused, organized, and attentive to detail. Demonstrate the ability to multi-task on several concurrent projects, make quick and effective decisions, work well under pressure, show initiative to correct, improve and or change existing or necessary processes.
- High school diploma required; bachelor's degree or some college/technical training preferred.
- Knowledge of and proficiency in use of internet.
- Knowledge of computer operation particularly Microsoft Office Suite or software tools.
- Strong verbal and written communications skills required

### **Compensation and Benefits:**

We offer a great compensation package that includes excellent benefits of life insurance, short-term and long-term insurance coverage, health, vision and dental coverage, 401(k), paid vacation and a competitive salary.

**Interested?** Please email your resume to [jobs@greenguard.org](mailto:jobs@greenguard.org).

**We are an equal opportunity employer, dedicated to the policy of non-discrimination in employment on any basis, including race, color, religion, sex, age, national origin, veteran status, or disability that does not prohibit performance of essential job functions.**