



SHOP COORDINATOR

The Suppression System Incorporated, SSI, Shop Coordinator is responsible for maintaining an organized and efficient warehouse, daily coordination of expediting activities of the service department related to sold work, and assisting the Service and Construction Department managers with the parts, materials, and equipment of projects. The Shop Coordinator informs the Dispatcher when parts are received and work is ready to be scheduled. Sustain inventory levels in both the warehouse and vehicles.

Position Summary

- Create purchase orders for parts needed on work orders.
- Restock service trucks on a weekly basis; order and maintain min/max quantities in main stock.
- Perform shipping/receiving, cylinders recharges, fabrication activities, and other warehouse activities
- Manage fleet for recalls, inspection and repairs of spare vehicles and box truck
- Perform monthly inventory
- Create, log, and ship open RMA's and MRA's to vendors
- Process pull-tickets for service and construction departments
- Pick-up and deliver parts as needed
- Maintain fire extinguisher inventory and recertification program
- Drilling of nozzles and maintenance of all documents as required by U.L.
- Programming of devices for construction projects as needed
- Manage inventoried field tools (calibration, repair & new)
- Minor building maintenance and housekeeping
- Respond as necessary to requests for information or additional projects as defined by management
- Adheres to company policies and procedures

Required:

High School Diploma or a General Educational Development Diploma (GED). Polished verbal and written communication skills required to professionally interface with vendors and internal personnel. The position requires proficient knowledge of Microsoft Office software, and overall comfort using computers and technology. Ability to lift up to 50 pounds. Ability to pass required pre-employment drug-screening, background check and satisfactory driving history.

Preferred:

Associates degree in business or equivalent combination of education and experience. Knowledge of Sage Software. Three – Five years minimum experience in service or logistic-based environment.

SSI offers a generous compensation package and benefit package including:

- Full medical
- Dental and vision
- Life and disability
- NICET Certified incentives
- Company 401k retirement plan
- Tuition Reimbursement
- And so much more!

SSI is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or veteran status.

Whether you're seeking a new career in an exciting, challenging and growing field, or you have experience in the fire suppression, alarm, or sprinkler industries, we are interested in hearing from you now! Apply today online at humanresources@SuppressionSystems.com or call us at 610-709-5000 for more information. "Great Knowledge, Great Service – It's That Simple!".