



JOB POSTING

Position Title: Specialty Services Planner

Location: Du Quoin, Illinois

Start Date: June 2015

Respond To: HR Director

Closing Date: When filled

Position Summary:

The Specialty Services Planner job duties include but are not limited to coordinating with customers and service managers regarding specialty service work i.e. belt cleaners, automatic lubricators, belt scales, light fabrication etc. Maintain accurate surveys and Perma audits as well as providing follow-up reports to end-users. They may also be called upon to perform field service work on an as needed basis. Specialty Services Planner reports to the Branch Manager.

Essential Duties and Responsibilities:

- Perform scheduling of all specialty services in efficient and coordinated manner.
- Scheduling jobs for specialty services employees.
- Inventory equipment (Permas, Scales, Lubricators, etc.).
- Perform on site surveys of various belting equipment.
- Job planning and quoting.
- Perform various computer jobs that include spread sheets, billing, and invoicing.
- Maintain accurate records, for the different job sites sale history.
- Coordinate with crew on times and dates for job scheduling.
- Must be self-motivated and able to work independently to meet or exceed goals.

Qualifications:

- Legally eligible to work in the United States.
- Good Driving record.
- Must successfully complete pre-employment testing.
- High school diploma or equivalent.