



<b>Job Posting for Contract Coordinator</b>	
Ops Plus, Inc. currently seeks a Contract Coordinator to join our energetic, fast-paced Team based in Louisville, Kentucky. This position requires a highly organized, efficient self-starter with the ability to manage multiple tasks and priorities in a professional work setting.	
<b>Qualifications:</b>	<ul style="list-style-type: none"> <li>▪ <b>Bachelor's Degree in Business, or similar required.</b></li> <li>▪ Ability to read and comprehend information.</li> <li>▪ Strong telephone and customer service skills.</li> <li>▪ Previous software experience should include: Word, Excel, Access, PowerPoint, Outlook.</li> <li>▪ Knowledge of Oracle, SharePoint, and Power Plant helpful.</li> <li>▪ Excellent oral and written communication skills (spelling and grammar), strong phone skills, organized, able to set priorities and meet deadlines, able to multitask.</li> <li>▪ Ability to learn client-specific software applications.</li> <li>▪ Effective time management skills – proven ability to consistently manage multiple projects with accuracy and zero missed deadlines.</li> <li>▪ Organized – Implements and utilizes efficient systems and methods to maintain a highly organized and neat workspace and office. Establishes and maintains records management systems that are easily understood and utilized and that are compliant with all rules, laws and regulations.</li> <li>▪ Team player – Work enthusiastically in a team atmosphere promoting collaboration and idea sharing in words and action. Facilitates and provides support to other departments and team members as necessary.</li> <li>▪ Team player – Play an active role in safety and safety programs.</li> </ul>
<b>POSITION DESCRIPTION:</b>	<ul style="list-style-type: none"> <li>• Develop solid working relationships with builders, commercial design companies, and land developers in support of expanding company infrastructure.</li> <li>• Prepare and process customer contracts in accordance with company policies.</li> <li>• Prepares cost and revenue estimates.</li> <li>• Serves as project manager in meeting client needs.</li> <li>• Monitors developer status through field investigations as needed.</li> <li>• Assists with establishing design and construction priorities.</li> <li>• Responsible for assisting in logistics during emergency storm situations.</li> <li>• Sorting and filing department documents, answering, and routing phone calls, providing other personnel with information, scheduling appointments with customers, dispatching jobs, answering customer inquiries.</li> <li>• Maintains information in work management and land-based information systems as required.</li> <li>• General office and miscellaneous duties as assigned.</li> <li>• This position will represent Ops Plus with attention to the highest standard of conduct and professionalism.</li> </ul>
<b>ADDITIONAL INFORMATION:</b>	This position is subject to random drug and alcohol screening.

Ops Plus is An Affirmative Action/ Equal Opportunity Employer.

DIRECT APPLICANTS ONLY: no agency or fee for placement contact please.

Interested candidates should email resumes to: [tammy@opsplus.net](mailto:tammy@opsplus.net)