



JOB DESCRIPTION: Operations Coordinator with a Management Path

Company Details

Harbor provides high quality custom events that strengthen our clients' brand connections.

With a focus on customer service and attention to detail, the company designs and produces impactful experiences such as corporate meetings, brand activations, trade show exhibits, customer appreciation events, and large galas. We are looking for passionate team members that are interested in being involved in a fast-paced environment with a rapidly expanding business.

Please read more at www.teamharbor.com.

Position Summary

Harbor is a growing business and we are looking for someone with strong leadership skills to oversee the organization and building operations of the shop and warehouse. Harbor is a fast paced, creative and highly detailed business and the ideal candidate thrives in this environment.

The Operations Coordinator is responsible for:

- Organization and knowledge of all shop/warehouse elements including equipment, tools, supplies, Harbor inventory and client storage
- Lead and keep up to date with inflow inventory system
- Maintenance coordination of all equipment and tools
- Manage safety in the shop/warehouse to ensure a healthy environment
- Oversight and management of building related issues in the shop and warehouse

This position is on a management path, as a full time position that requires flexible hours. The Operations Coordinator will work in tandem with the Production Manager, the Events Team and the Design Team, while working closely with the Creative Director and reporting to the Founder.

Duties and Responsibilities

Shop/Warehouse Organization Elements:

- Organization of all event and exhibit materials in warehouse space
 - Ensure all items moving throughout the shop and warehouse space have a home
 - Create and use asset tags for exhibit materials, where applicable
 - Assessing layouts of shop & warehouse space to maximize efficiency of shop staff
- Enforce and communicate team expectations for organization of all materials and equipment in shop and warehouse spaces
- Anticipating storage needs and adjusting warehouse organization as needed
 - Utilize forklift and pallet jacks to organize and move crates and materials between shop/warehouse spaces, semi-trailers, and container units
 - Moving pallet racks, pallets, storage crates, containers, large equipment, etc.
 - Sorting and moving necessary items to support projects
- Track and organize receipts for shop & warehouse organization and maintenance expenses

Warehouse Operations

- Update inventory sheets and/or pack sheets as exhibit booths and materials change
- Manage timeline for warehouse related projects in coordination with moving projects pieces
- Working closely with the Founder and Production Manager to create top level schedules and space needs weekly for projects on and off the floor
- Track shop expenses quarterly to ensure efficiency and limit waste

Inflow Inventory system

- Ownership of inventory system
- Managing updates with the movement of, addition of or discarded items
- Communication of protective measures needed (ie. coverings for white furniture, fragile items, etc.)

Shop Maintenance & Safety Management:

- Ensure cleaning and maintenance schedules are met daily, weekly and monthly:
 - All tools stored in the designated areas at the end of each day
 - Ensure that tools and shop equipment are secured, locked, and powered down at the end of each day

- Weekly sweeping and dust collection
- Proper maintenance and repair of all shop equipment and tools - all equipment/tools to be checked monthly for blade issues, dust issues and any repairs that need to be made
- Ensure all stored items are properly labeled and housed in a protective container
- Take stock of supplies and order materials, as needed
- Responsible for shop safety and the safety of those working in the area
 - Responsible for implementation of Job Safety Analysis (JSAs) and safety audits
 - Responsible for Material Safety Data Sheets (MSDS)
 - Safely use tools such as table saws, bandsaw, shaper, sanders, hammer, staple gun, electric drill, nail gun, palm sander, and equipment typically found in the woodshop
 - Manage Fleet Safety Program
- Enforce and communicate team expectations for organization of all materials and equipment in shop and warehouse spaces
 - Thorough understanding of all materials stored in the warehouse
 - Update inventory sheets and/or pack sheets as exhibit booths and materials change, as applicable

Shipping & Logistics

- Assist shop team and Senior Events Manager with crates and/or any packing needs required for all items that need to travel
 - Knowledge of best practices when packing materials for shipment
 - Knowledge of best practices when packing vehicles such as a transit van, box truck and semi-trailer
- Shipping and receiving of all items coming in or out of Harbor
 - Work directly with Senior Events Manager to book and coordinate carriers and shipments
 - Develop network of carriers
 - Working directly with the Founder & Senior Events Manager to understand all inbound and outbound shipments and timelines
 - Generate BOLs for shipments
 - Organizing and keeping track of all BOL's
 - Updating the team and adding to google calendar all shipping and receiving dates
 - Timely communication via email and phone with shipping carriers and drivers
 - Prepping crates and final check of pack sheets for exhibits and materials outbound
 - Receiving of all inbound job shipments
- Ability to drive a transit van, a 16' or 26' box truck to transport event and exhibit materials to and from the warehouse spaces and event sites

Other Duties/Responsibilities May Include:

- This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee; duties, responsibilities and activities may change or new ones may be assigned at any time with or without notice

Education/Experience Requirements

- High School Diploma or equivalent preferred
- 5 years relevant work experience: operations, shop management, or similar. Warehouse organization is a plus
- Strong history of leadership of 3 or more people
- Strong history of good communication skills
- Certifications: OSHA 30, MEWP Certification, Forklift Certification
- Class A, B, or C CDL license or experience driving non-CDL box trucks and sprinter vans in any capacity is a bonus

Knowledge, Skills, and Abilities

- Self-starter and knowledge hungry
- Strong and passionate leadership abilities
- Time management and task prioritization skills
- Project out what days/weeks look like based on upcoming projects
- Prioritizing leadership and management of the shop and projects
- Extremely well-organized with strong multi-tasking and problem-solving skills
- Dependable, reliable, diligent and maintains high-quality standards
- Strong work ethics of integrity and honesty
- Ability to execute quickly while resolving problems that occur
- Utilize hand tools such as drills, screwdrivers, hammers
- General knowledge of wood shop equipment
- Operate a forklift
- Operate pallet jacks
- Utilize packing materials, truck straps, load bars, tie downs, etc.
- Ability to operate large vehicles including transit van, up to 26' box truck and pull behind trailers

- Professional appearance and persona
- Google Business, Microsoft Office, both Mac and PC proficient
- Read and use a tape measure
- Able to read and write in English

Work Environment/Physical Requirements

Good physical strength and stamina is required, this job is extremely hands on. This position will include:

- Performing physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling of materials
- Spends most of the time walking/standing and talking/hearing
- The workday includes kneeling/crouching/stooping, using hands and reaching
- Frequent lifting required of items 50 pounds plus
- Able to wear common protective or safety equipment such as safety shoes, glasses, gloves, hearing protection, respirator masks, and hard hats when needed