



FOREFRONT
Leading through our people

POSITION VACANT - OPERATIONS COORDINATOR

WE'RE HIRING!

At Forefront Services we understand that our greatest resource is our PEOPLE. To help us continue to achieve this, we have an opportunity for a driven and passionate Operations Coordinator to join our team.

Based in Orange and reporting to the Operations Manager, your diverse range of duties will include:

- Scheduling of works to facilitate project completion in accordance with client timelines.
- Management of work assignments, tracking progress, writing progress reports and troubleshooting issues that may arise.
- Liaise with divisional Managers regarding their requirements and ensure adequate materials are sourced according to scheduled works.
- Coordinate the issuing of job packs.

WHAT WE ARE LOOKING FOR:

- Relevant industry experience
- Excellent time management and organisational skills.
- Ability to plan and prioritise workloads and deliver results.
- Excellent customer service skills, with the ability liaise across all levels of the business.
- Ability to interpret detailed engineering drawings.

WHAT'S ON OFFER?

Together with a generous and competitive salary package, you will have the opportunity to make this role your own and to work with a company that genuinely values its employees.

If you have the passion, experience and ability to deliver results in this demanding environment, then we want you as part of our team!

CONTACT US

For a confidential discussion, please contact us on 02 6362 7070.

Please forward your application to recruitment@forefrontservices.com.au