



Example of Equipment Coordinator Job Description

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Our company is growing rapidly and is hiring for an equipment coordinator. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for equipment coordinator

- Trailer Continuity
- Tractor Continuity
- Track Daily/Weekly Utilization – hours/miles
- Assignment of Tractors to fleets in Tractor Master/Profile and Total Mail
- Assignment of Rand McNally units to tractors
- Assignment of drivers to fleet codes in TotalMail and TMW Operations
- Understand and apply customer contractual requirements for accessorial
- Sustainability Data Collection and Reporting – Collect water, hazardous waste, gas and electric usage, recyclables and trash data
- Customer service support for Proving Ground and Test Labs
- Controls/tracks the status of test equipment in the GEETS metrology database

Qualifications for equipment coordinator

- A vehicle in suitable working order and a valid driver's license
- Experience with Pathplanner / Aeroturn simulation software would be considered an asset
- Experience with PowerPoint and MS Project would be considered an asset
- Travel (Drive), as required, to multiple customer sites
- Provide on-going end user training on equipment and equipment connectivity
- Utilize web based applications as required