

South Central A\V

JOB DESCRIPTION

Title: Operations Coordinator
Department: Operations
Type: Full Time
Reports to: Regional Operations Manager
Office Location: Sioux Falls, SD

ESSENTIAL DUTIES & RESPONSIBILITIES

I. Processing incoming installs

- Receive and review installation orders via E-mail
- Coordinate installation with customers
- Schedule technicians to install in scheduling program
- Assist Operations Manager in billing

II. Warehouse work

- Shipping and receiving
- Organization
- Staging equipment for installs
- Inventory Counts

NON-ESSENTIAL DUTIES & RESPONSIBILITIES

- Performs other duties as assigned.

QUALIFICATIONS

- Needs passion for technology, solving problems, and making things sound and look spectacular
- Needs to be versatile, handle changing situations and show initiative
- Computer/IT Networking a plus
- Must have knowledge of Microsoft Excel and Word
- Must be customer service oriented
- Competitive pay and benefit package

PHYSICAL/MENTAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to:

- Regularly sit for extended periods of time while operating equipment such as a computer keyboard, mouse, calculator and similar machines.
- Occasionally reach with hands and arms and stoop, kneel, or crouch.

- Regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds.

TRAINING REQUIREMENTS

As Outlined in Offer of Employment

ADDITIONAL INFORMATION *(travel, etc.)*

Position Type: Regular - Exempt

COMPANY DESCRIPTION & BENEFITS

South Central A\V is a 3rd generation, family-owned audio and visual solutions provider founded more than 70 years ago. We are based in Nashville, TN and have offices throughout the country.

We design, build and install professional live performance sound systems, conference rooms, video walls, digital signage, video surveillance, video conferencing networks, auditoriums and other integrated a\v systems.

A wholly-owned subsidiary of South Central Inc., South Central A\V is also the largest independent affiliate of MOOD Media, formerly Muzak.

South Central A\V benefits include:

- Comprehensive insurance benefits (medical, dental, vision, life).
- 401K package with company matching
- PTO Plan

RELATED INDUSTRIES

Telecommunications, Music, Construction

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