



BOLDLY ADVANCING THE ENTERTAINMENT EXPERIENCE  
One Ellen Avenue / P.O. Box 396 Lititz, PA 17543  
[www.clairglobal.com](http://www.clairglobal.com) Phone 717.626.4000

**TITLE: Data Services Coordinator**

---

**DEPARTMENT:** Data Services  
**REPORTS TO:** Production Services Manager  
**FLSA CLASSIFICATION:** Non- exempt

**JOB SUMMARY:**

The Data Services Coordinator coordinates daily logistical operations including inventory control, order fulfillment, and distribution for the Data/Production Services department.

**ESSENTIAL FUNCTIONS:**

- Coordinate the deployment of network equipment

**QUALIFICATIONS/ REQUIREMENTS:** The requirements listed below are representative of the knowledge, skill and/or ability required to perform the essential functions of this job while exercising judgment and discretion.

- Must excel in a fast-paced, demanding, and continuously changing environment.
- Ability to work on a team, maintain a positive attitude, and be open to learning.
- Strong problem-solving skill set, analytical skills, strong work ethic, great attention to detail, and willingness to accept the responsibility for actions and decisions.
- Must have excellent hands-on technical knowledge of network equipment, including routers and switches.
- Must be able to do physical work lifting equipment, packing trunks, loading trucks, etc.

**RESPONSIBILITIES AND DUTIES:**

- Maintain network gear in line with company standards
- Organize warehousing of gear
- Review inventory to ensure that adjustments are properly applied
- Plan and schedule inbound and outbound shipments to internal or external customers based on needs and ensure on-time delivery
- Prep and de-prep equipment
- Help in the other aspects of the Production Services department when time allows. This includes radios and intercom

**DATE RANGE:** Flexible

**COMPENSATION:** \$20/hour

**CONTACT:** Emily Kern at ekern@clairglobal.com

**COMPANY CONFORMANCE STATEMENT:**

Clair employees at every level are expected to conform to the following:

- Support Clair’s Strategic Blueprint, Mission, and Core Values
- Demonstrate a positive attitude
- Maintain a professional appearance and demeanor
- Maintain regular attendance
- Keep work areas as neat as possible
- Exercise initiative and be open to learning new skills and tasks

Every employee shares responsibility for safety and health within the company. All employees are expected to follow all safety policies and procedures.

**EMPLOYMENT AT WILL**

This position description is not intended to create a contract of employment. Employment at Clair Global or any of its subsidiary companies is at-will and either party can terminate the relationship at any time with or without cause and with or without notice.

\_\_\_\_\_  
Employee Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Employee Printed Name