



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: OPERATIONS COORDINATOR**

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**DEPARTMENT:** Operations  
**REPORTS TO:** Manager, Operations  
**FLSA CLASSIFICATION:** Exempt

**JOB SUMMARY:**

The Operations Coordinator is responsible for synchronizing various managers and departments within the company, client relations, inventory management, logistics, updating the shop with all company operational/engineering protocols, as well as the responsibility of constructing tours from a concept on paper to a fully integrated system being presented to the client.

**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 independent judgment and discretion.

- Proficient with Microsoft Office with a willingness to improve knowledge base moving forward.
- Ability to communicate information and ideas in writing, in person, and over the phone so others will understand.
- Ability to read and understand information and ideas presented in writing, in person, and over the phone.
- Ability to work on a team, maintain a positive attitude, and be open to learning.
- A wide variety of knowledge in the audio touring industry, Clair gear, and in all aspects of the company
- Strong knowledge of loading and unloading trucks (Van → 53' Trailer).

**ESSENTIAL FUNCTIONS:**

- Must excel in a fast-paced, demanding, and continuously changing environment.
- Strong problem-solving skill set, analytical skills, great attention to detail, and willingness to accept the responsibility for all jobs loaded out of the warehouse.
- Lifestyle work ethic – Working long days and weekends when necessary; being available 24/7 to service client needs

**EXPERIENCE:**

- Good understanding of Clair proprietary gear/policies or advanced audio/signal flow knowledge.
- Working knowledge of ERP systems

**RESPONSIBILITIES AND DUTIES:**



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- Accurately track, manage, and utilize company owned assets
- Control/maintain inventory levels for current and future projects while ensuring the shop is operating efficiently and effectively using resources available.
- Communicate with Account Managers to obtain all client information that relates to the job at hand; ultimately organizing proposals into working job orders for the shop to complete.
- Handle multiple orders at one time, verifying that all information is correct and organized.
- Provide various departments with information and diagrams required to build orders to client specifications.
- Oversee assigned jobs from start to finish. Ensure each department follows company protocols and jobs are completed on time.
- Perform final check of orders, diagrams, and client information prior to gear loading out.
- Ensure Clair field personnel have current equipment lists, diagrams, and other necessary information required to provide world class service to our clients.
  
- **DATE RANGE:** Flexible
  
- **COMPENSATION:** \$20/hour
  
- **CONTACT:** Emily Kern at [ekern@clairglobal.com](mailto: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

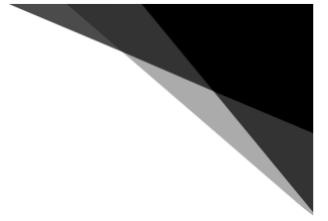
Every employee shares responsibility for safety and health within the company. All employees are expected to follow all safety policies and procedures.

#### **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.



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Employee Signature

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

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