



<b>Job Title</b>	<i>Logistics Maintenance Coordinator</i>
<b>Manages</b>	<i>Self</i>

## Company Summary

Priority Waste ([www.prioritywaste.com](http://www.prioritywaste.com)), headquartered in Clinton Township, Michigan, provides waste hauling services across the Greater Southeastern Michigan area. Our company has experienced rapid growth since its founding in 2018. This growth has allowed us to continually expand our workforce. The Company operates out of several facilities, including two transfer stations. Priority Waste maintains a diversified platform providing service to both municipal solid-waste, construction and demolition customers. Through our yellow fleet of residential, roll off, and front load trucks and containers, Priority Waste makes the customer experience our #1 priority.

## Job Purpose

The Logistics Maintenance Coordinator, for our LDC Team, will utilize strong technology and communication skills as a key member of the Priority team. The LDC is the first of its kind in the industry and will serve to enhance our maintenance technicians', drivers' and customers' experience working for and with Priority. The role will leverage several technology platforms in an integrated manner focused on enhanced quality, communication and measurable results. The Team will be the core of our go-forward strategy Priority 2.0 as they are the focal point and conduit between our drivers and customers.

## Duties and Responsibilities

Duties include but are not limited to:

- Entering work orders in the system
- Collaborates and communicates with logistic coordinators, customer service representatives, quality personnel, technicians, and others involved in the waste removal cycle
- Performs assigned processes to ensure safe and efficient mechanic responsibilities
- Tracks, traces, and updates the status of maintenance assignments
- Successfully conducts and completes all assigned trainings
- Participates in continuous improvement training and assists with training mechanics
- Oversees shop bays, equipment, and procedures
- Provides additional backup support for shops and customer service

- Responds to and resolves complaints and problems

## **Candidate Profile**

The successful candidate profile includes:

- Good communication and organizational abilities
- Excellent communication and people skills
- Familiar with laws, regulations, and ISO requirements as they apply to logistics
- Good computer skills, especially working knowledge of Enterprise Resource Planning (ERP) software
- Good decision-making skills
- Drives a culture of “Do It Safe, Do It Right the First Time” with actions and words daily
- Ability to work with minimal supervision

## **Core Values**

At Priority Waste, there are fundamental qualities that we look for in all our employees:

- People who excel in a collaborative environment (team players)
- A willingness to do whatever the situation calls for
- An excitement to be part of a growing organization
- A genuine understanding that the quality of your work has a direct impact on the company’s success

## **Location & Travel**

The Logistics Maintenance Coordinator will work onsite at the company’s headquarters in Clinton Township, MI and require no travel.