



## **Maintenance Coordinator or Maintenance Manager**

Pacific Convenience & Fuels is a growing and innovative company in the gas station/convenience store industry. We currently operate over 200 gas stations and convenience stores in 5 states, with the desire to continue to grow. Our corporate office is in San Ramon, where we are looking for a Maintenance Coordinator or Maintenance Manager to dispatch all work orders and ensure our stores are running efficiently.

### **Responsibilities Include:**

- Assesses service call and dispatches work to service technicians and appropriate subcontracted vendors.
- Processes call/work orders received via email
- Act in a support role to the company's maintenance technicians.
- Maintain vendor relationships and provide follow-up to make sure jobs are completed.
- Oversees assigned work flow – manages call response and closes completed jobs
- Sources required parts and materials with regional vendors
- Coordinate with district managers, division managers, and corporate office to ensure stores are running efficiently.

### **General Experience Required:**

- Office Administration Duties (Telephone/Computer/Email/Excel/Fast Typing Skills)
- Excellent communication and prioritization skills
- Multi-tasking skills and the ability to prioritize high volume of emailed service orders.
- Commercial Maintenance Dispatch Experience preferred

Candidates must have valid California Driver License and clean driving record. All final candidates will be subject to a Motor Vehicle Report and Criminal Background Check prior to hiring.

