**Bilingual Field/Construction Coordinator (On-site) 21-12**

**Ecological Restoration**

RECON Environmental is a small company of specialists representing one of the most established environmental consulting service firms in the Southwest. We are employee-owned and hard-working, but with a casual and collaborative work environment. We offer the right candidate a team-oriented, caring environment, which is client-focused, flexible, and always striving to provide high quality service to our clients.

We are currently looking for a Field Coordinator to support the Restoration Division in an administrative capacity - primarily with crew scheduling, field crew coordination, and general administrative tasks.The ideal candidate should possess superb organizational and coordination skills, must communicate well with team, and be able to multi-task in a fast-paced environment. He or she must be able to anticipate shortfalls and take a proactive approach towards correcting problems or inefficiencies.

Candidate must speak English and Spanish proficiently and have a valid California driver’s license in good standing. RECON is a drug-free environment and mandatory drug testing may be required on some projects.

**Primary Responsibilities:**

1. Develop daily crew schedules for 8-10 crews in coordination with Field Director and Project Managers using Google sheets. Coordinate locating, costing, delivery and return of rental equipment, site services, vehicles, irrigation components and supplies.
2. Copy and scan expense report entries, receipts, logs, and code for billing. Assist with accounting under the direction of the Field Director or Team Leader.
3. Coordinate with Field Director and Project Managers on project needs, including pick-up and delivery of supplies and equipment to/from project sites as needed.
4. Maintain onsite project material (OSHA and CDPR requirements) under the direction of the Field Director.
5. Track vehicle and equipment use, repairs, and operation life.

6. Spot check on crews and restoration projects under the direction of the Field Director which requires working outside the office: construction sites, restoration sites, and other locations which requires walking on uneven terrain.

7. Manage vendor account for all Regionals and corporate employees, including receipt confirmations, order approvals, invoice coding & proper billing.

8. Assist with field crew timesheet entry and time collection.

9. Schedule department staff travel reservations. Create and input rolling weekly department agendas with weekly meeting notes.

10. Assists and creates miscellaneous spreadsheets for restoration maintenance projects as needed.

11. Other duties as assigned by Field Director.

**Qualifications:**

1. Two to three years of administrative experience with excellent written and verbal communication in both English and Spanish. Must possess a valid Driver’s License and a clean driving record.

2. Microsoft Office Suite proficiency: Excel, Word, Outlook, and PowerPoint. Advanced level of Excel proficiency desirable. Google sheets experience preferred.

3. Excellent organizing and prioritizing skills, including effective time management.

4. Highly effective interpersonal and customer service skills. Able to work with and effectively convey ideas to a diverse employee population.

5. General knowledge of the landscaping/construction industry: irrigation systems, erosion control devices, traditional landscaping tools (shovels, chainsaws, line trimmers), and basic safety measures highly desirable.

Qualified candidates should submit their resume with salary requirements. RECON offers a generous compensation and benefits package including PTO and Sick Leave, medical & dental, life insurance, long-term disability, and flexible spending accounts, a 401(k) Profit sharing plan, employee stock ownership, and a casual and friendly work environment.

$22.00 - $25.00 DOE

RECON Environmental, Inc. is an EOE/Minority/Female/Disability/Vets.

Vaccine Requirement: ***With employee and client health and safety a top priority all current and future RECON employees, regardless of job type must be vaccinated against COVID-19.***