

OPERATIONS COORDINATOR



SUMMARY OF POSITION

Join Our Team and Help Keep Things Moving Smoothly!

We're looking for an energetic and organized Operations Coordinator to join our growing team! In this role, you'll be the glue that keeps projects aligned, subcontractors connected, and the details in check. You'll work hand in hand with our Operations Director to make sure everything runs like a well-oiled machine — from permits to inspections and beyond. If you love juggling tasks, building relationships, and making sure nothing slips through the cracks, we'd love to meet you!

KEY RESPONSIBILITIES

- **Project Alignment:** Keep timelines, teams, and resources in sync so our projects stay on track and deliver on time.
- **Subcontractor Liaison:** Serve as the friendly and professional point of contact for our subcontractors, helping to nurture strong partnerships.
- **Permitting & Inspection Coordination:** Manage the permitting process, schedule inspections, and ensure compliance with local requirements.
- **Administrative Support:** Assist our Operations Director with administrative duties, reporting, scheduling, and other day-to-day needs to help keep operations humming. Also, document project progress and daily statuses to help keep finance informed of current job costs.
- **Adapt:** As with most positions at BAS, we grow and adapt and try to improve everything we touch. Be willing to lean in and help the team excel.
- **Grow:** Willingness to adapt and grow with the team through professional coaching, team trainings, and self-enrichment.
- **And More!** Willingness to accept other tasks assigned as necessary by Director of Operations.

REQUIREMENTS

- Previous experience in operations coordination, project coordination, or administrative support (bonus points if it's in construction or a similar industry!).
- Strong organizational and multitasking skills — you thrive in a fast-paced environment.
- Excellent communication skills, both written and verbal.
- Ability to display positive phone and email etiquette when communicating.
- A positive attitude and a knack for building relationships.
- Proficiency with standard office software (Google Workspace or MS Office).
- Familiarity with permitting processes is a big plus!
- Display a natural condition of BAS, LLC's Core Values: Quality, Excellence, Integrity, and Team.



quality - integrity - excellence - team

OPS COORDINATOR - CONT...



HIGHLIGHTS TO NOTE

- Office Location:** 1515 Bethel Dr, Suite 103; High Point, NC
- Employment Type:** Full-Time, in-office, 35-40 hours per week, hourly
- Equipment:** BAS provides laptop and in-office workspace essentials

COMPANY OVERVIEW

Building Automation Services LLC has been a leader in hvac mechanical controls since 2015 and the installation of cloud-based physical security solutions and connectivity since 2019. We work with municipalities, school systems, higher education institutions, and enterprise corporate clients. Our team is a diverse group from all backgrounds and careers - we value creativity, outside-the-box thinking, and a growth-mindset. Come see how you can grow with us and into a new season of BAS!

WHY JOIN US

- We're a supportive, upbeat team that values your contributions.
- Opportunities for professional development and certifications.
- Work-life balance. Flex-schedule for more time to do life and work.
- Collaborative and innovative work environment.
- Health benefits start on the first day of employment.

HOW TO APPLY

Please submit an email introducing yourself, with your resume, references, and relevant certifications all attached as PDFs to **careers@basllco.com**, subject-line: *BAS Operations + "Your Name"*.

THE FINE PRINT

WORK ENVIRONMENT

- May occasionally work in temperatures above 95 degrees and below 32 degrees.
- May occasionally walk on slippery or uneven surfaces.
- The noise level in the environment is frequently loud.
- May occasionally work outdoors.
- May continuously work indoors within closed office spaces.
- May be required on active construction job sites where construction PPE is required.

PHYSICAL REQUIREMENTS

- Ability to continuously stand, sit, and/or walk.
- Ability to bend, climb stairs, and/or lift occasionally.
- Ability to lift 5 to 30 pounds occasionally.
- Ability to squat occasionally.
- Ability to communicate continuously with other people.
- Ability to operate computers continuously to complete necessary office work.
- Ability to frequently comprehend physical and/or digital documents and frequently prepare physical and/or digital documents.



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