Job Description Title: Technical Services Coordinator

Division/Department: Maintenance

Location: Miami

Reports to: Project Engineer

Work Schedule: Monday through Friday
Must be able to be flexible and work any time on an as needed basis.

Exemption Status: Non-Exempt

Summary of duties and responsibilities:
Technical Services Coordinator position is responsible for maintaining a high level of expertise in operations of all customer related equipment and facilities. Maintains all classrooms, equipment and other customer related needs at all Miami locations.

Primary duties and responsibilities:
1. Set up of all audiovisual and general equipment for classrooms ensuring all classroom video and slide libraries are up to date.
2. Maintain all briefing rooms.
3. Responsible to maintain/manage emergency equipment and assist in Emergency training conducted by customers wet or dry.
4. Installation of equipment relating to technical services.
5. Oversight briefing rooms in Miami facilities.
7. Stock and Inventory of all Loaner materials.
8. Stock and Inventory of Aircraft Panels.
10. Oversight of Emergency areas (pool, fire pit, and mock up areas).
11. Perform Emergency training and/or set up.
12. Oversight of Airline Locker rooms in Miami Main facility.
13. Contact with various vendors.

Education, prior work experience, and specialized skill and knowledge:

Critical Skills: Ability to work in a team environment and support cultural diversity. Must have a high level of both written and verbal communication skills. Customer service oriented.

Physical environment/working conditions:
Office environment. May have some medium lifting required up to 50lbs. May require prolonged periods of sitting, standing walking, bending and stooping.

Equipment/machinery used:
General office equipment and audiovisual equipment.