



## Compression Leasing Services

<b>Job Title:</b>	Materials Coordinator	<b>Job Category:</b>	Non-Exempt
<b>Reports To:</b>	Director of Parts and Inside Sales	<b>Travel Required:</b>	Wyoming and Colorado
<b>Location:</b>	Casper, Wyoming	<b>Position Type:</b>	Full Time

### Job Description

#### ROLES AND RESPONSIBILITIES

Compression Leasing Services, Inc. is looking for a detail oriented and an extremely motivated individual to work with our Parts and Inside Sales team. The ideal candidate for this position will have material and fabrication background have strong communication skills, both written and oral and be comfortable on the phone and with computers. This person will need to complete daily tasks with little to no supervision.

This person will also be responsible for the following:

- Receiving, staging and organizing project and job materials
- Delivering parts not only within Casper but the state of Wyoming and into Colorado. This may require some overnight trips with little notice.
- Keeping equipment yard and materials area clean, organized and accounted for
- Using a forklift safely to move materials
- Loading and unloading trucks and trailers
- Shipping and receiving as needed

Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

#### ESSENTIAL FUNCTIONS

- Must be able to lift 50 pounds unassisted
- Must be able to stand for 4 hours at a time
- Ability to crouch, twist, bend, kneel and stoup for extended periods of time while moving materials
- Must have a valid driver's license and a clean driving record
- Must be able to use a computer for 4 hours at a time
- Must be able to operate a vehicle safely for extended periods of time. This will include operating a full-size truck and pulling and backing loaded trailers
- Ability to work outdoors in sometimes inclement weather for extended periods of time

#### QUALIFICATIONS AND EDUCATION REQUIREMENTS

A high school diploma or equivalent experience is required. Strong computer skills and proficiency in Microsoft Office Suite is required, experience with structural materials and MTRs experience is preferred.

#### BENEFITS

Compression Leasing offers a competitive compensation and benefits package including health, vision and dental in addition to 100% employer paid disability and life insurance.



**Compression Leasing Services**

**Compression Leasing is an Equal Opportunity Employer.**