



Garden State Sealing

We provide asphalt and concrete maintenance services to property managers, commercial property owners, and municipalities. We deliver an unparalleled customer experience and provide our customers with the highest quality products and services.

We are looking for a **Scheduler and Logistics Manager** to manage all phases of service installation and work as liaison between the customer and Operations. The Scheduler and Logistics Manager sets time-lines for all jobs and assigns equipment and work crews to complete each phase of the project.

What we offer:

Permanent full time position
40 hours per week
Competitive salary, commissions & bonus
Paid Time Off
Health Insurance
Position is located in Tinton Falls, New Jersey

Successful applicants must have:

Must have minimum 2 years' experience preferably in the construction industry managing schedules and projects
Knowledge of computers and software such as Microsoft Office and CRM
Experience with Microsoft Project or scheduling software is a plus

Duties and Responsibilities:

Responsible for overall production, including warranty issues.
Ensure team members are coordinating job resources efficiently.
Analyze and improve process regarding production, communication, and scheduling.
Regularly (daily) review job costing in Pavement Soft. Ensure field reporting is accurate within the system.
Assists in developing and managing sub-contractor relationships.

If you are interested in this position, please send your resume to bobfell@comcast.net or contact our office at (732) 229-7758 for more information.