



Job title	<i>Commercial Coordinator</i>
Reports to	<i>Commercial Director</i>

Job Purpose

The Commercial Coordinator for CWS is leader of the Commercial Team. They are responsible for managing commercial trucks, operations, providing safe and accurate disposal methods, and complying with DOT regulations. They will also be responsible for overseeing sales, asset management, maintaining customer relations, and employee management. The main goals for this role are to ensure efficient operations, profitability, and exceptional service delivery.

Duties and Responsibilities

As the Commercial Coordinator, you will play a crucial role in expanding and maintaining our commercial line of business. You will be responsible for coordinating and overseeing commercial & environmental waste collection services, building strong customer relationships, and ensuring efficient operations. We are looking for an individual who is committed to exceptional customer service, and who can contribute to creating a positive work environment.

Duties include but are not limited to:

- **Leadership and Strategy:**
 - Provide strategic direction and leadership to the commercial team, ensuring alignment with the company's core values, goals and objectives.
 - Foster a culture of operational excellence, innovation, and continuous improvement throughout the company.
 - Develop and implement efficient strategies, policies, and procedures to optimize performance, employee development, and maximize profitability.
- **Commercial Management and Process Improvement:**
 - Oversee day-to-day operational processes and identify areas for improvement to enhance productivity.
 - Implement best practices and standard operating procedures to optimize efficiency.
 - Monitor operational performance metrics, identify areas for improvement, and implement corrective actions to enhance efficiency and productivity.
 - Collaborate with the Commercial team to streamline processes and drive operational excellence.
- **Operations:**
 - Demonstrate in-depth knowledge of commercial trucks, equipment, and disposal methods used in waste management operations.
 - In cooperation with the Operations Team, provide insight to maintenance, repair, and replacement of vehicles and equipment to ensure optimal functionality, compliance, and safety standards.
 - In cooperation with the Municipal Team, provide accurate and productive operations to contracted cities.
 - Oversee container management methods, to ensure accurate documentation of serial numbers and container placement.
 - Conduct sales tactics for continuous growth and profitability.

- **Financial Analysis and Planning:**
 - Collaborate with the Commercial Director to develop and manage operational budgets, forecasts, and financial plans.
 - Analyze financial data and operational metrics to identify trends, risks, and opportunities for cost optimization.
 - Provide recommendations and strategies to improve profitability, reduce expenses, and increase operational efficiency.
 - Ensure compliance with financial policies, regulations, and reporting requirements.

Qualifications

Qualifications include:

- Minimum 2 years of experience in Waste Management or related field
- CDL or ability to obtain within 6 months of hire
- Preferred bachelor's degree in business management or relevant study
- Outstanding organizational and leadership abilities
- Demonstrable competency in leadership and positive work place practices
- Sound financial acumen and the ability to analyze and interpret financial data
- Exceptional decision-making and problem-solving skills
- Strong moral and ethical principles
- Excellent verbal and written communication skills
- Knowledge of statutes, rules and regulations pertaining to company business
- Proficient understanding of business sensitivities and confidentiality

Working Conditions

The Commercial Coordinator may work in various conditions and can be exposed to extreme heat, cold, humidity, precipitation, dusty conditions, mechanical parts, electrical hazards, hazardous chemicals, and noxious fumes and odors in both indoor and outdoor environments. Travel and working in various locations may be required occasionally.

Direct Reports

This position oversees the commercial team.

Approved By:	<i>Tanner Abbott</i>
Date Approved:	<i>6/19/2023</i>
Reviewed:	<i>11/10/2023</i>

**Job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee and will be reviewed and updated as often as necessary.*