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Scheduling Coordinator/Receptionist

Description

The Scheduling Coordinator / Receptionist is responsible for supporting daily office operations through front desk reception, scheduling coordination, driver compliance tracking, material logistics support, and communication with field personnel, engineers, testing firms, and regulatory agencies. This role requires strong organizational skills, attention to detail, and the ability to manage multiple priorities in a fast-paced construction environment.

Responsibilities

Key Responsibilities:

Reception & Administrative Support

- Answer and direct incoming phone calls to appropriate office personnel in a professional and courteous manner.
- Provide general administrative and clerical support to office staff and field operations.
- Maintain organized filing systems and accurate records.
- Daily pickup of lunch from local deli for all employees

Scheduling & Coordination

- Coordinate daily and long-term scheduling for:
 - SCC truck drivers
 - Hired truck drivers
 - Hired sweeper services
- Coordinate scheduling with Project Superintendents and Resident Engineers.
- Disseminate scheduling updates and project information to field personnel promptly and accurately.

Materials & Project Support

- Coordinate daily material ordering and assist with long-term material projections for ongoing projects.
- Prepare and submit material notices to Engineers and NJDOT as required.
- Schedule and coordinate consulting testing firms for air void testing on NJDOT projects.

Permits & Compliance

- Complete and distribute daily permits for moving equipment to applicable SCC trailer and jobsite locations.
- Ensure all required permits and documentation are processed accurately and on time.

Payroll & Documentation

Hiring organization

Premier Personnel Group

Employment Type

Full-time

Beginning of employment

ASAP

Duration of employment

Full Time

Industry

Construction

Job Location

Middlesex

Base Salary

\$ 60k - \$ 70k

Working Hours

8:30 am to 5pm

- Receive, track, and distribute certified payroll documentation from hired trucking companies to Engineers and Owners.
- Maintain accurate records and ensure timely dissemination of required documents.

Driver File Management

- Maintain and update CDL driver qualification files, including:
- Annual paperwork and renewals
- New driver onboarding documentation
- Drug testing coordination and scheduling
- Track and maintain files for non-CDL drivers requiring medical cards and related documentation.

Vehicle Inspection & Testing Coordination

- Schedule and track annual truck inspections and emission testing.
- Coordinate with inspection vendors to ensure all trucks remain compliant with state and company requirements.

Qualifications

- High school diploma or equivalent required; administrative or construction industry experience preferred.
- Strong organizational and multitasking abilities.
- Excellent verbal and written communication skills.
- Proficiency in Microsoft Office (Word, Excel, Outlook).
- Ability to work independently and prioritize responsibilities effectively.
- Knowledge of DOT/NJDOT requirements and construction scheduling is a plus.
- Experience handling confidential records and compliance documentation preferred.

Job Benefits

Full Benefits