

Highway Supply, LLC is looking to hire a full-time Traffic Control (TC) Operations Coordinator. The TC Operations Coordinator is responsible for the daily execution of customers' requests, by safely and efficiently scheduling and directing the activities of TC field crews and/or resources in support of the Companies goals, customer satisfaction, regulatory requirements, and management plans. The ideal candidate must have the ability to take initiative, work independently (with minimal supervision), multi-task and prioritize several items at a time in a fast-paced environment., have general computer skills (including experience with Microsoft Office), Great people skills, very strong organizational skills.

Responsibilities include, but are not limited to:

- Daily scheduling of Traffic Control jobs/projects.
- Assisting customers' needs, questions, and scheduling
- Dispatch drivers in a routed manner, relative to job locations
- Ability to work with a computer-based job/equipment tracking software (data entry)
- Documenting all pertinent information
- Set and manage productivity expectations
- Answer phones & respond to a high volume of emails & text messages - timely and courteously both during and after hours.
- After hours availability for internal/external customer service via Phone/Text & Email (Rotated Afterhours Customer Service)
- Convey clear and accurate direction to traffic control technicians
- Discuss job details in depth when necessary with traffic control technicians
- Other duties as needed

Each applicant must provide appropriate employment references, and must pass pre-employment drug testing. We do conduct background checks and the candidate may be required to take personality/integrity and aptitude tests.

Highway Supply, LLC is a traffic/construction safety services company based out of Albuquerque, New Mexico. We provide construction traffic control/barricading, roadway striping and striping removal, highway signing installation, sales of these products and have a full production sign shop. We have been in business since 1985. We are an EOE. We are a drug free workplace and we conduct random drug/alcohol testing. Safety is a top priority for us. Highway Supply has a robust benefits package including health, dental, vision, paid time off, EAP, 401K. Highway Supply has been recognized as one of the Top Workplaces in New Mexico 2016, 2018, 2019 & 2020.

Please submit resumes in person at our office located at 6221 Chappell Rd NE, Albuquerque NM 87113