



JOB DESCRIPTION: SCHEDULER

Position Title: *Scheduler*

Duration: *6 months, with possibility of full-time conversion based on performance and business needs.*

Start Date: *Immediately*

Location: *Remote – Westcoast preferred (must work Pacific time zone hours)*

About Praetorian Power Protection, LLC.

Honesty, Integrity, and Accountability.

These core values are the guiding principles in which Praetorian Power Protection manages internal affairs, unites its employees, as well as build authentic long-term relationships with customers.

Praetorian Power Protection was created to develop a group of specialized professionals to deliver high quality results in service and maintenance needs of today's mission critical environments. We are committed to providing our customers with Electrical Testing, UPS, PDU and ASTS maintenance in accordance with OSHA and NFPA requirements, IEEE, NETA, and industry standards.

Our vision is to grow Praetorian Power Protection as an industry leader with an elite team of experienced and electrically licensed service engineers who have been trained specifically in critical power system standards, applications, and designs in order to deliver premium services with precision and safety.

Please visit <http://praetorianpower.com> for more information.

Job Summary

Praetorian Power Protection, LLC is seeking a dynamic and detail-oriented Service Industry Scheduler and Project Coordinator to join our team for a period of 6 months, with the possibility of transitioning to a full-time role based on performance and business needs. In this role, you will be responsible for coordinating schedules, managing projects, and ensuring the efficient delivery of our services to clients. The ideal candidate will possess strong organizational skills, excellent communication abilities, and a commitment to upholding industry standards.

Key Responsibilities:



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- Coordinate service schedules for field technicians, ensuring optimal utilization of resources and timely completion of projects.
- Liaise with clients to schedule service appointments, communicate project requirements, and address any scheduling conflicts or concerns.
- Manage project timelines, deadlines, and deliverables, working closely with both internal teams and external stakeholders to ensure successful project execution.
- Track project progress and provide regular updates to management and clients, identifying any issues or delays and implementing solutions to mitigate risks.
- Collaborate with the sales team to identify new business opportunities and support the development of client relationships.
- Maintain comprehensive records of project documentation, including contracts, work orders, and correspondence, ensuring compliance with company policies and industry regulations.
- Participate in regular team meetings and training sessions to stay informed about industry developments, company policies, and best practices.

Qualifications:

- Previous experience in project coordination, scheduling, or customer service roles within the service industry, preferably in a NETA certified company.
- Strong organizational skills and attention to detail, with the ability to manage multiple projects simultaneously in a fast-paced environment.
- Excellent communication and interpersonal skills, with the ability to interact professionally with clients, colleagues, and vendors.
- Proficiency in scheduling tools, and Microsoft Office suite.
- Knowledge of NETA standards and practices preferred.
- Ability to work independently and collaboratively as part of a team, demonstrating flexibility and adaptability to meet changing priorities and deadlines.

Hiring Terms and Compensation Package

- **DURATION**: The position is temporary and will last for a period of 6 months from the start date indicated.
- **COMPENSATION**: The temporary hire will receive compensation equivalent to an annual salary of \$50,000, pro-rated for the 6-month temporary period. This compensation will be paid in regular bi-weekly installments throughout the duration of the temporary employment, subject to applicable taxes and deductions.
- **BENEFITS**: The temporary hire will be eligible to participate in the company's Health / Vision / Dental Insurance Plan. Benefits include 15 Days Paid Time Off to start, Accrued Paid Sick Leave, and Paid Holidays.
- **POSSIBILITY OF FULL-TIME CONVERSION**: Based on the performance of the candidate and the business needs of Praetorian Power Protection, there is the possibility of transitioning to a full-time role after the completion of



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the temporary period. The decision regarding full-time conversion will be made at the end of the 6-month period and will be based on factors such as performance, fit within the team, and available positions.

- EVALUATION: Performance evaluations will be conducted periodically throughout the 6-month period to provide feedback and assess suitability for full-time conversion.
- TERMINATION: Either party may terminate the employment relationship with a notice period as per the terms of the employment agreement or as required by applicable laws and regulations.
- EMPLOYMENT STATUS: The temporary hire will be considered an at-will employee during the 6-month period, subject to the terms and conditions outlined in the employment agreement.