Job Title: **Fleet Coordinator** **Job Status:** **Full Time**

Airgas, Inc. (NYSE: ARG), through its subsidiaries, is the largest U.S. distributor of industrial, medical, and specialty gases and related hardgoods, such as welding supplies. Airgas is also the third-largest U.S. distributor of safety products, the largest U.S. producer of nitrous oxide and dry ice, the largest liquid carbon dioxide producer in the Southeast, and a leading distributor of process chemicals, refrigerants and ammonia products.

RED-D-ARC (an Airgas company) is the largest provider of welding and welding-related rental products and services in North America, with over 50,000 units in our fleet. Red-D-Arc currently offers rental welding-equipment through over 50 service centers in the United States, Canada, Mexico, the United Kingdom, Europe and the Middle East, as well as through Airgas construction Stores and dealer network that included the Caribbean, Puerto Rico, Trinidad, Kazakhstan and Australia.

Job Profile

Under the direction of the Director, Fleet Operations and with support from the Senior Fleet Coordinator, the incumbent efficiently and effectively services the equipment needs of the Red-D-Arc branches for rental, logistics and sales transactions. The services to provide to branches include order fulfillment, strategic positioning, acquisitions, and disposals.

We are looking for a Fleet Coordinator who:

- Ensures a safe work environment by following Airgas/Red-D-Arc's health and safety guidelines
- Provides exceptional customer service to their assigned region
- Directly accountable for the distribution of fleet assets within a region (CRM process)
- Co-ordinates movement of equipment between branches as needed and supports the selling of equipment between companies through export/import process
- Proactively monitors equipment performance levels (utilization)
- Generates recommendations to purchase assets, when and where Requests for Rental Equipment and/or New Equipment cannot be filled from available fleet
- Creates and submits Purchase Orders for fixed assets (CAR process)
- Maintains good working relationships with national vendors and familiarity with appropriate product offerings and pricing
- Administering, Preparing and Distribution of Customs Documents for intercompany transfers
- Participates in the summation of quarterly branch fixed asset inventories and assist in identifying and relocating lost assets
- Monitors and maintains district stocking levels for key product within own territory
- Working with Ops/Service on Fleet Unavailable and Static Equipment
- Performs other related duties as required

Qualifications:

- Secondary school diploma
- Post-secondary education equivalent to a University or College Degree preferred
- Work experience in the welding and/or rental industry preferred
- Equipment repair and maintenance training preferred
- 5+ years in the welding and/or rental industry or a related industry

Skills

- Excellent customer service skills
- Excellent communication skills
- Excellent organization skills
- Ability to multi-task heavily
- Proficient in a computerized environment
- Excellent knowledge of welding processes and equipment

Please apply, in confidence, via email to Employment@Red-d-Arc.com or via fax to 1-905-963-7817, referencing the position in the subject line.

Red-D-Arc would like to thank all candidates for their application; however only those selected for an interview will be contacted.