



512 N. Fancher Rd.
Spokane Valley, WA 99212
509-535-1776

Give your career a lift!

Position: Equipment Coordinator

Location: Spokane, Washington

Starting Wage: \$16-\$19, depending on previous experience



Are you a detail person? An expert multitasker? Can you work at speed without compromising accuracy? Then we've got an immediate opening for you!

The Equipment Coordinator is a vital role in our sales department. A mix of administrative, coordinating, and copy editing duties, the Equipment Coordinator ensures that our customers receive their newly purchased equipment quickly and to their satisfaction. Once a salesperson gets a signature on the dotted line, this position takes over - placing the order with the manufacturer, coordinating with the shop on any prep work, arranging freight, and myriad other details.

It's demanding work, with heavy focus on accuracy, efficiency, and effective multitasking. It's not all paperwork, though - we're a team environment, and you'll be working alongside some of the best folks in the industry.

We're actively looking for the right person to fill this role in our company. While relevant work experience is always a plus, it's not a requirement. We've got an extensive training program prepared to get you up to speed. If you've got the aptitude for this kind of work, we want to talk to you!

Benefits:

- Full time hourly position
- Paid time off within the first year
- Medical, dental, and vision coverage
- 401k program with employer match
- Healthy work environment with a great team
- Long term career opportunities

Requirements:

- High school diploma (or equivalent)
- Able to pass background check and drug screening
- In a one page, double spaced cover letter, tell us why you're applying for this job, and detail how you believe your experience and skillset make you a great candidate for this position

To apply, email resume with work history and cover letter to careers@norlift.com

Norlift fills a critical role in our community - our products ensure that local businesses can store, move, and sell their products quickly, safely, and with prices as low as possible. We don't sell the cheap stuff here. We sell material handling products designed for the toughest jobs, because when our customers need a problem solved, we want to solve it the first time. We've been here for nearly 50 years, and we're excited about the future. Come see why Norlift is one of the best places to work in the Inland Northwest!