

External Job Title: Facilities Coordinator – Environmental Compliance
Position Type: Full Time - Regular Employee

External Job Description:

We are seeking a qualified **Facilities Coordinator - Environmental Compliance** to join our growing corporate office in Calabasas, CA.

The Facilities Coordinator will primarily be responsible for providing administrative support to the Environmental Compliance and Facilities departments with an emphasis on ongoing compliance with federal, state and corporate hazardous material and hazardous waste regulations.

Harbor Freight Tools is different. We're not your typical retailer. We're actually a retailer and branded tool producer rolled into one. We're a team of high-achievers, who have a passion for excellence and continuous improvement and obsess about getting things done. We're also equally committed to doing the right thing and giving back to our community. We're allergic to bureaucracy, extra layers of management and politics. And for us, collaboration is the golden rule. We're a 35 year-old, \$3.5 billion company - on pace to \$7.5 billion in the next few years - with the energy and enthusiasm of a start-up. We have over 600 stores nationwide and are opening a new one every week. If you're a leader with your ego in check, if you know what it means to be an open-minded partner, if you aren't afraid to get into the weeds to learn the Harbor Freight way and join our history making enterprise, then we'd love to talk to you.

Essential Duties and Responsibilities:

- Prepare, submit and track all regulatory filing for licenses, permits and departmental reports
- Maintain site-specific environmental compliance information for all retail and supply chain locations
- Process all non-invoice paperwork to ensure timely payments to regulatory entities
- Ensure all environmental reporting requirements are completed timely
- Process all incoming and out-going environmental compliance including manifests, permits, LDRs, etc.
- Complete new location and renewal filing requirements to ensure compliance
- Ensure all corporate and store MSDS/SDS documentation is current
- Work collectively with vendors to implement best practices for improvement of compliance, recordkeeping, reporting and overall program efficiency
- Produce department reports to ensure compliance with federal, state, local regulations and Harbor Freight Tools policies and procedures
- Coordinate with HFT management and vendors to support the needs of our retail locations
- Ensure a safe work environment for employees by enforcing the execution of all safety programs and make recommendations for changes as necessary
- Coordinate vendor maintenance issues & follow up on the status of vendor jobs
- Participate in and contribute to strategic planning sessions
- Promote and support workplace diversity initiatives
- Additional duties as assigned by management

Requirements:**Education and/or Experience:**

- Prefer experience working for a mass retailer or other multi-location employer
- Working knowledge of federal, state and local environmental regulations including EPA, RCRA, Clean Water Act, OSHA Hazardous Communications
- Strong knowledge of Microsoft Office Suite
- Excellent time management and planning skills, organized with the ability to multitask, exceptional follow up skills and able to meet deadlines
- Flexible personality with the ability to deal with ambiguity and to think outside the box and provide a continuous flow of new ideas and process improvements
- Committed to providing excellent customer service
- Accuracy and attention to detail
- Discretion and confidentiality is essential

Physical Requirements:

General office environment, ability to sit for long periods of time. Ability to move about an office.

Safety:

The incumbent must be able to perform this job safely in accordance with standard operating procedures and good manufacturing practices, without endangering the health or safety of self or others.

Supervisory Responsibility

None

Click on this link to view the job description and apply:

http://www.harborfreight.com/corporate_opportunities.html and then searching by the job title. Applicants should fill out the application online and send a copy of their resume to:

Rosanne Quevedo

RQuevedo@harborfreight.com

Environmental Compliance Manager

HARBOR FREIGHT TOOLS

Quality Tools at Ridiculously Low Prices