

**Job Title:** Site Coordinator

**Company:** Seven Clean Seas

**Location:** Bangkok, Thailand

### **Job Description**

**Job Summary:** The Site Coordinator is responsible for supervising and managing HIPPO operations onsite, ensuring all activities adhere to company standards, certifications, and local regulations. This role primarily involves overseeing HIPPO collection activities, conducting regular site inspections, securing necessary permissions and administrative tasks, and ensuring safety, efficiency, and accurate data documentation. Additionally, the Site Coordinator will initiate site inspections for future SCS activities. The role reports directly to the HQ Project and Consultancy Department and will liaise on day-to-day tasks with the Thailand SCS office.

**Primary Duties and Responsibilities:** As the Site Coordinator, your main responsibilities will include:

- **HIPPO Operations Management:** Daily supervise and manage the HIPPO crew operations onsite, ensuring smooth and efficient processes.
- **Site Inspections:** Conduct thorough inspections of HIPPO work plans and weekly schedules, ensuring safe access for crew members. Initiate and prepare for future site inspections related to other cleanup activities.
- **Data Management:** Accurately input HIPPO collection data, documenting all operational activities in the field.
- **Sorting Supervision:** Supervise sorting activities in the field, ensuring compliance with SCS operational standards.
- **Waste Handling:** Coordinate the proper handling and transportation of residual plastic waste to designated areas.
- **Issue Resolution:** Address and resolve any crew-related or technical issues that arise in the field, ensuring minimal disruption to HIPPO operations.
- **Equipment Maintenance:** Conduct weekly inspections and maintenance checks on all collection and sorting equipment to ensure they are in optimal working condition.
- **Additional Tasks:** Undertake other work as assigned and specified by the Project.

### **Role Expectations:**

- **Working Hours:** Five days a week, with an expectation of eight hours per day, totaling 40 hours per week.
- **Language Proficiency:** Proficiency in Thai and English is required for effective communication with local stakeholders and international team members.
- **Experience:** 1-2 years of experience working in a similar project field that involves data collection and environmental project management.

### **Required Software Skills:**

- **Project Management Software:** Experience with apps such Monday.com or similar applications for managing tasks, schedules, and team coordination.
- **Data Management and Documentation Tools:** Proficiency in Microsoft Excel or Google Sheets for data input and analysis, and field data collection apps.
- **Communication Tools:** Familiarity with email clients (e.g., Outlook, Gmail) and collaboration tools (e.g., Whatsapp, google chat, google meet, Microsoft Teams) for effective communication and coordination.
- **Reporting Tools:** Ability to use Microsoft Word or Google Docs for preparing reports and documentation related to site operations and inspections.