EMPLOYER JOB ORDER FORM

<table>
<thead>
<tr>
<th>JOB TITLE</th>
<th>JOB ID</th>
<th>OPEN DATE</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Service Coordinator</td>
<td>18492</td>
<td>04/01/2020</td>
<td>Cupertino</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>HOURS/WEEK</th>
<th>SALARY</th>
<th>WORKDAYS</th>
<th>SHIFT/HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>40</td>
<td>$29 - $DOE</td>
<td>Monday-Friday</td>
<td>Varies</td>
</tr>
</tbody>
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<thead>
<tr>
<th>REQUIRED FOR POSITION</th>
<th>REQUIRED EDUCATION</th>
</tr>
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<tbody>
<tr>
<td>Fingerprints, Other, Drug Screen, Background Check, CA ID - State/County Security Guard certification</td>
<td>Other - Bachelor Degree preferred.</td>
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JOB DESCRIPTION

General Statement of Job:

The Project Service Coordinator is responsible for managing the daily incoming flow of information from security operations, project management, and service and repair requests. Communicate, coordinate, track, and document project and service related business. This includes working with our vendors on both a local and global basis. Support other security team members by submitting internal security officer requests and maintaining the project and service/maintenance databases.

Responsibilities:

- Plan, coordinate, and track projects.
- Dispatch system technicians on service work orders received from various sources.
- Prepare and track security officer requests.
- Close and document completed projects and work orders in the project and service database.
- Submit and track maintenance service requests.
- Field incoming messages in the team’s e-mail group; respond and distribute appropriately.
- Perform system audits.
- File project and service related paper-work.
- Support access level development and changes.
- Review and approve prepared system programming sheets.
- Run bulk access change transactions in conjunction with facilities moves.
- Support and coordinate moves, adds, and changes work e.g., access/cctv systems.
- Provide back-up / coverage to existing resources.

3 TO 5 KEY SKILL SETS REQUIRED

Minimum Qualifications and Requirements:

- Experience interacting with all levels of management and departments within the company, as well as with suppliers.
- Must have the ability to work on multiple projects and assignments.
- Superb communication skills - both written and verbal.
- Exceptional organization and prioritization abilities.
- Must be detail oriented.
- Must be able to obtain guard card within 30 days of employment

What we can offer:
• Full Benefits (Medical, Dental, and Vision)
• A dynamic and challenging work environment