

**Performance Driven Workforce-PDW**  
**Vehicle Coordinator Position**  
**Wheat Ridge, CO**  
**Apply online at**  
[WWW.PDWORKFORCE.COM](http://WWW.PDWORKFORCE.COM)

Performance Driven Workforce is currently seeking a full-time Vehicle Coordinator in the Wheat Ridge, CO. area. The ideal candidate will possess 2 years of US driving experience with a valid license and a good driving record.

**Responsibilities of Vehicle Coordinator:**

- Vehicle Coordinator will manage a specialized vehicle test program for our customer that is focused on new vehicle quality, following an entire testing process for a select number of automotive vehicles
- Demonstrate leadership and responsibility to deliver results
- Ensure vehicles fully meet customer program requirements
- Document, validate and track test issues for a select number of vehicles
- Interact with customer product and quality teams on issue resolution, communication, documentation and final validation
- Work closely with engineers, technicians, mechanics and test drivers to execute efficient test plan
- Routinely participate and lead issue resolution discussion with peers and upper management

**Compensation for Vehicle Coordinator:**

- \$18-22/hr. (Depending on experience)

**Shifts:**

- 8:00 AM - 5:00 PM (Mon - Fri)
- Must be available to work Overtime on Weekends, if necessary

**Retirees and veterans are welcome**

**Requirements of Vehicle Coordinator:**

- Must be 18 years of age or older
- Must have valid US driver's license with safe driving record
- Must have 1 year of automotive mechanic or technician experience
- Must be able to drive a manual transmission
- Excellent verbal and written communication skills
- Vehicle Coordinator must be customer and quality focused including having excellent customer interface skills
- Ability to work with little supervision in a fast-paced environment

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- Willing and able to complete all assigned tasks and meet goals
- Must have proficient computer skills to include Microsoft Software

**Preferred Skills**

- Automotive program management experience
- Previous experience as an Automotive Test Coordinator
- Previous automotive plant and/or automotive quality experience

**Performance Driven Workforce is an Equal Opportunity Employer**