

Coordinator Operations and Logistics - Dresden (Germany) based

Strategic Fire Solutions (SFS)

As a member of the Strategic Fire Solutions Group and internationally operating training provider, SFS offers clients total training solutions in all areas of fire protection. SFS not only provides NFPA standard compliant training programs to governments, fire services and companies within the petro-chemical and aviation industries, but also implements individual tailored training courses either at our client's location or at one of our Training Center Alliance (TCA) facilities worldwide. With your knowledge, expertise, and dedicated involvement you will be a part of our dynamic team and will help to continue the trust for our clients and take the business success of SFS to the next level.

Who you are

You have a proven track record of being able to work as a member of a fast-paced and dynamic team operation. You have an attention to detail and the ability to communicate progress and issues to both supervisors and subordinates. You have experience and knowledge of fire and emergency or military service operations and understand the unique issues involved in dealing with emergency services. You can follow directions and fulfill requests from supervisors with little discussion, yet able to "think for oneself" to solve problems and issues that should arise in the day to day performance of duties. You will be responsible for all travel and logistics arrangements for instructors and course participants. You will be responsible for meeting all logistics and operational deadlines for course preparations and be able to communicate with SFS Instructors, vendors, and suppliers with little supervision. You must have good interpersonal skills and be able to supervise office support personnel to ensure correct and timely completion of projects. You must have experience working with members of Emergency Services and Training Organizations. This position could include performing assistant instructor duties (if appropriately qualified).

Required Certifications and Qualifications

- Strong Organizational and intercultural skills
- Strong Communication skills
- Team and business orientation
- English and German fluently
- MS Office Software
- IFSAC or ProBoard Firefighter 1 and 2 (Optional but not required)
- IFSAC or ProBoard Fire Officer 2 (Optional but not required)
- IFSAC or ProBoard Fire Instructor 2 (Optional but not required)
- IFSAC or ProBoard ARFF (Optional but not required) (Optional)

What you will be doing

- Training preparation and coordination
- Coordination with clients and participants
- Infrastructure and logistical/ travel coordination
- Coordination with Training Center Alliance (TCA) facilities, vendors and suppliers
- Communication with Chief of Operation and Chief of Training/ assigned instructors
- Maintaining the SFS groups project and event schedules
- Participate in trainings, events, conferences, and exhibits

What we can we do for you

We will offer you a workplace which gives you space for personal and professional development, a flexible work schedule, relocation assistance to Germany, a fair compensation and benefits package and an enjoyable working environment, defined by tolerance, honesty, and respect. Strategic Fire Solutions is an international company based in the heart of Europe.

Position Benefits

- All German Holidays off with pay or at a date of your choosing if you are on assignment during holiday
- Health and Dental Insurance (Partial Paid by company as required under German Law)
- Residence and Work Permit Assistance Provided by company
- All hours worked above standard workweek are reimbursed with Leisure Days (Paid Time Off)
- All company travel is paid by company
- All work-related expenses reimbursed monthly
- Participation in German Social Protection Systems (Retirement, Unemployment etc)
- Relocation and home search assistance
- Per-Diem pay while traveling

Hiring Process

Qualified applicants will be contacted for a personal interview.

Contact us

Send your resume/curriculum vitae, cover letter, and if applicable certificates, last 4 of SS# for certification verification, and references to:

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