



American Arena Scheduler Job Responsibilities

Responsibilities

American Arena is looking for an individual who has a likable, outgoing personality, that can communicate with a diverse universe of vendors, subcontractors, customers and team members. You need to be highly organized and enjoy bringing order to chaos. Using Microsoft Office and Microsoft Project for scheduling, you will be the communication hub for the 4 divisions within American Arena and out to subcontractors, vendors, and customers. Not only will you learn all facets of ice rink construction and industrial refrigeration, you will be expert in supporting our 4 construction divisions, and a valuable member of an amazing team.

Our Company

American Arena is the ice rink industry leader in chiller, floor, and dasher board construction and installation. Our Beyond Cool refrigeration controls is the gold standard for ice rink chiller controls delivering maximum savings for our customers while giving them a 100% environmentally friendly refrigeration option doing our part to protect the environment. American Arena has projects from Long Island, NY to Mammoth Lake, CA. From Boca Raton, FL to Fairbanks, AK.

Required skills:

- Outgoing personality
- Superior communication skills
- Great attitude
- Motivated
- Creative
- Time management skills
- Able to take direction
- Proficient in Microsoft Office specially Microsoft Project

Qualifications (recommended not required)

- Bachelor's degree preferably in Construction, Civil, or Architectural Engineering, Construction Management, or equivalent field
- 4 references to confirm your outgoing personality and great attitude



Potential Compensation

- Salary Range: \$45,000 to \$55,000 based on experience
- Health Care: 100% premium covered HSA plan or Co-Pay plan
- One paid vacation day per month plus 10 paid vacation days after one year
- Company laptop for mobile work opportunities

If you think this is a good fit for you, send your resume and a brief message about why you are interested to cole@americanarena.us. We are excited to bring more members to our team!

Learn more about us at - www.americanarena.us