American Center for Mobility
Job Description

Job title: Operations Desk – Planner & Scheduler

Location: Willow Run, Ypsilanti, MI

Reports to Proving Ground Operations Manager

The American Center for Mobility (ACM) is a global development center for transforming the way industries advance safe, sustainable, and secure mobility technologies. ACM offers: an Advanced Mobility Proving Ground with test environments featuring specialized infrastructure, equipment, facilities and resources; An EV Charging testbed for testing EV charger performance; An innovation and technology campus with an industrial tech park for the co-location of mobility companies; Event and demonstration areas for showcasing mobility technologies and convening industry activities. The American Center for Mobility is open to private industry, start-ups, government, standards bodies, and academia.

Position: Operations Desk

Responsible for managing the Operations Desk for a global development center for safe, sustainable, and secure mobility including the operational aspects of the facilities, proving grounds and other mobility test environments. This includes Scheduling of Environments, Garages, Equipment, and Support Personnel for test programs. The Operations Desk will be responsible for managing track scheduling, operations desk and safety.

Responsibilities:

Operations Desk
- Operate daily scheduling of the track schedule, operations desk and safety, including test environments, facilities, and campus.
- Coordinate facility safety orientation
- Coordinate easement holder access and scheduling
- Coordinate driver training with facility operators to completion of certification.
- Identify scheduling and planning deficiencies and recommend improvements.
- Ensure operations and maintenance policies and procedures are being implemented and followed.
- Ensure safety standards are implemented
- Recommend continued improvement in safety procedures
- Support the maintenance and operations teams on projects and scheduling
- Track facility, vehicle test equipment and infrastructure usage
- Track customers fleet vehicles as needed
Skills and Qualifications:

- High School degree or GED required. Associate degree preferred.
- 2+ years in a scheduling related position.
- Experience in operations planning & scheduling, scheduling & logistics, or related field.
- Experience in proving grounds or other testing environment management a plus.
- Experience in coordinating cross-functionally with sales, operations, engineering, and maintenance to schedule and fulfill customer quotations and orders.
- Experience in sales, inventory, operations, planning (SIOP) processes a plus.
- Requires knowledge of coordinating and working with vendors and safety protocols.
- Must be able to effectively resolve conflict.
- Ability to effectively engage with cross functional teams to achieve common goals/objectives.
- Ability to effectively engage customers and vendors.
- Ability to identify and select alternative approaches to problem solving.
- Must be able to work in a fast-paced, multi-tasking environment with shifting priorities.
- Must be customer focused and quality driven.
- Must have excellent time management and organizational skills.
- Must be detail oriented.
- Must have excellent communication skills, in both oral and written formats.
- Must have excellent interpersonal skills.
- Microsoft Office proficiency, including Outlook, Word and Excel.
- Must have a valid driver’s license and safe driving record.
- Ability to travel as business needs dictate.

Additional Requirements:

Qualified candidates must be legally authorized to be employed in the United States. The employer does not anticipate providing employment related work sponsorship for this position (e.g., H-1B status).

ACM is an equal opportunity employer that celebrates diversity and is committed to creating an inclusive environment for all employees. ACM does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business need.