



JOB TITLE: Inventory Assistant
FLSA: NON-EXEMPT
DATE: August 2025
DIVISION: Refined Fuels
REPORTS TO: Compliance Operations Supervisor
COMPENSATION: \$19.00 - \$25.00 DOE (We do not pay below any local minimum wage)
DEADLINE: July 24th , 2026

CGRS was founded in 1987 in Fort Collins, Colorado. CGRS personnel have experience in over forty states, and we are currently working on a multitude of projects for private companies and governmental agencies. CGRS is a team-oriented company with a culture best summarized by our mission statement: “We deliver quality solutions with integrity and expertise every time.”

At CGRS, we are committed to serving the ever-changing needs of our customers. We believe that our greatest asset is our employees, and we enable our employees to provide our clients with a valuable customer experience. CGRS offers health, dental and vision insurance, competitive wages, 401(k), paid vacation, sick time, and strongly believes in work/life balance.

POSITIONS SUMMARY:

The Inventory Coordinator is responsible for maintaining the Divisions warehouse and all associate storage facilities. This would include but not limited to organizing and maintaining inventory levels, updating inventory control trackers, ordering and maintaining stock, ensuring trucks are stocked daily prior to being deployed to the field, equipment repairs and ensuring all equipment is calibrated and data trackers are updated accordingly. Provide field and office assistance and support as needed: answer phones and client/colleague questions, as well as provide training, tasks, and duties as needed in order to support the Refined Fuels department and CGRS Team as a whole

PRINCIPAL ACCOUNTABILITIES:

Parts & Materials

- Maintain departmental stock and truck inventory of parts and materials for refined fuels services
- Monitor and provide access to materials and equipment at corporate office and in the field
- Acquire parts, materials, and special equipment when needed for site specific scopes of work
- Deliver parts to technicians in field (in and outside Colorado) when necessary
- Communicate costs for parts and materials to clients and colleagues
- Monitor and research new or specialized products within industry market
- Facilitate account set-up with new vendors and distributors
- Monitor inventory sales and shelf life of stocked items. Implement incentives and processes to deplete slow moving inventory.
- Monitor for price fluctuations between vendors, distributors, and manufacturers
- Maintain and cultivate parts, costs, and inventory descriptions uploaded in the CGRS Connect database
- Record and input data collected for current inventory tracking processes (*Part Request Forms*)



- Implement new processes that will provide further efficiency with inventory tracking

Equipment & Vehicle Maintenance:

- Maintain stock and truck inventory for safety, testing, and operational equipment
- Catalogue and monitor condition of all equipment and components
- Maintain and update equipment tracker and vehicle assignments
- Coordinate routine, seasonal, and incident-based repairs and maintenance for vehicles and equipment
- Monitor and maintain vehicle maintenance and equipment accountability program by performing routine vehicle/equipment audits and DOT inspections
- Manage and distribute all required vehicle documentations

JOB REQUIREMENTS:

Any combination of education and experience that would provide the required skill and knowledge for successful performance would be qualifying. Must maintain a current driver's license and insurable status. Typical qualifications would be equivalent to:

EDUCATION: Minimum high school diploma or equivalent training

EXPERIENCE: Three years of experience required in a related position

SKILLS: Must be organized and willing to work in a team environment. Be able to follow instructions, meet deadlines and work independently. Demonstrate professionalism and have good people skills when working with co-workers, clients and other associates. Must have professional telephone skills. Attention to detail required. Must be willing to manage an ever-changing workload. Patience and flexibility are important.

SUPERVISORY RESPONSIBILITIES: None

EQUIPMENT USED: Must be able to operate computers demonstrating proficiency in MS Windows, MS Outlook, Word, and Excel at a basic level. Must be proficient in using office machines including fax machine, copier, scanner and telephone. FileMaker knowledge a plus. Must be able to operate Forklift and obtain operator certification, company provided training. Various hand tools as needed to make repairs to equipment.

TYPICAL PHYSICAL DEMANDS: Employee must be able to lift 60 lbs. Must have manual dexterity sufficient to operate a computer keyboard and calculator. Position involves sitting/driving 50% of the time.

TYPICAL MENTAL DEMANDS: Must be able to speak professionally and in a polite manner. Requires ability to adapt quickly to ever-changing requests.

WORKING CONDITIONS: Able to work in field and office settings as needed. Requires working in doors as well as out in all types of elements. Work independently and travel regularly: up to 50% of the time. Occasional jobs may take the employee out of town for a night. Must be willing to carry out company goals and policies. May be asked to work flexible hours (nights, weekends) on occasion.

We are an equal opportunity employer, and all qualified applicants will receive consideration for



employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law..