



Universal Compressed Air  
 3001 Emrick Blvd., Suite 320  
 Bethlehem, PA 18020 USA  
 Phone 610-559-7967 Fax: 610-515-0945

***JOB DESCRIPTION***  
**Business Operations Specialist**

Title/Scope:	Business Operations Specialist/Full-time
Department:	Compressed Air Business Operations
Reports to:	Senior Manager – Business Operations
Location:	Bethlehem, PA
Date:	November 2022

**Universal Compressed Air** is a privately-owned and thriving high-technology business in Pennsylvania’s Lehigh Valley focused on compressed air systems for industry. UCA brings decades of Industrial Gas expertise to Compressed Air Supply Systems (CAS). Our PIPELINE AIR™ CAS are designed, engineered, built, operated, and maintained to deliver compressed air as a utility and, in every case, an efficient, reliable, and application-tailored solution to maximize savings and optimize the end user’s success.

**POSITION SUMMARY**

The Business Operations Specialist is responsible for direct, hands-on production of proposal and supporting commercial materials. Reporting to the Senior Manager – Business Operations, the Business Operations Specialist will coordinate with sales, marketing, operations, and engineering Team Members to ensure that the company’s winning Value Proposition is appropriately conveyed in proposals, technical support documents, and other materials to facilitate qualification of UCA as the provider of Best Customer Value and closure of related business opportunities.

To fulfill the requirements of the position, the incumbent must develop close working relationships and work collaboratively and communicate effectively with UCA Team Members, Customers, and Key Partners for UCA in the value chain. This position will also support contract development and analysis in concert with our legal Team.

The major challenge of the position is to achieve success through working with a diverse Team to develop and deliver high-quality communication tools that move defined Customer opportunities through a precise proposal, fulfillment, and contract execution process.

**PRINCIPAL ACCOUNTABILITIES**

- Manage a collaborative proposal process, including coordinating the collection of project-specific information and developing proposal content and other requirements to meet guidelines and target dates.
- Prepare, manage, and complete the development and execution of responses to requests for information, proposal, qualification, and presentation.
- Maintain excellent communication throughout the course of all proposal timelines



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- and maintain all applicable reporting and tracking sheets.
- Maintain databases of estimates, proposal templates, bid folders, project charts, technical narratives, non-disclosure agreements, photographs, and contracts.
- Assist in the preparation and maintenance of technical and financial documents required by Customers and financing institutions to facilitate the qualification of UCA for project selection and funding.
- Support leadership and legal Teams in contract review, development, management, and evaluation process.
- Actively participate in UCA safety, health, environmental compliance, and quality programs and assist in the development of sales tools to convey these programs to Customers.

### **JOB REQUIREMENTS**

- Minimum B.S. Degree in business administration; engineering or science degree a plus.
- Minimum 2 years work experience in an industrial engineering/project teamwork environment.
- Strong verbal and written communication skills along with ability to effectively interface with customers.
- Travel up to 10% of time to Key Partners or Customers as required.
- Excellent verbal & written communication, organization, and problem-solving skills with attention to detail under tight deadlines.
- Proficient in Microsoft Office Suite, especially Word, Excel, and PowerPoint.
- Flexibility to work outside of business hours as required.

### **COMPENSATION & BENEFITS**

Along with an exciting, growth-oriented work environment, we offer the following:

- Competitive compensation
- 401K with employer contribution
- Medical, dental, and vision plans
- PTO and paid holidays
- Flexible spending account

### **PHYSICAL REQUIREMENTS**

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.