



Job Description

Position: Production Associate

Reporting: Reports directly to the Fabrication Manager

Purpose: To provide assistance necessary to help efficiently manage the daily activities in the fabrication shop. The Production Administrator will take the lead in answering/replying to questions (via phone calls, emails, etc.) regarding shop capacity and scheduling with direct input and support from the Fabrication Supervisor. The Production Administrator is directly responsible for answering these questions, running reports that detail the activities of the fabrication department, and assisting with various training or organization opportunities as they arise. This position will assist the supervisor when necessary, in organizing and scheduling all fabrication activities to enable BarnSCO to provide the highest level of customer service and safety to both internal and external customers. The Production Admin will help ensure that the Fabrication Manager possesses up to date and accurate information to maintain a high level of competence with an emphasis on superior customer service. This position must be a strong problem solver with excellent organization skills and possess the ability to prioritize daily activities and meet deadlines.

Duties and Responsibilities:

- Demonstrate qualities and characteristics consistent with the BarnSCO Core Values
- Provide assistance to production management to ensure the department provides the highest level of efficiency and customer support
- Manage the records relating to a safe workplace, including the immediate reporting of all incidents to Safety Personnel and HR when necessary
- Schedule production runs utilizing machine optimization software to maximize capacity and minimize scrap
- Create and process various reports relating to activities occurring in the fabrication shop
- Answer internal and external questions regarding the production schedule, capacities, and expectations of order completion, all while being consistent in providing superior customer service
- Interface and cooperate with other departments to promote highest levels of customer satisfaction
- Collaborate with management to address and resolve all customer concerns or complaints
- Assist management/staff to formulate and implement policies, procedures, goals and objectives
- Monitor operations to help inform manager of the shop capacities, efficiencies, and assist in ensuring that the shop is fully in compliance with all policies, procedures, safety rules, environmental policies and government regulations
- Maintain a fully optimized ASA driven environment to maximize operational capacity and minimize unnecessary scrap loss
- Promote safety by assisting in the following, conducting safety audits, attending safety meetings and recording regular safety briefings with fabrication personnel
- Assist in recording of preventative maintenance program for all fabrication equipment
- Assist in onboarding of new fabrication personnel
- Provide additional reports as requested by management
- Perform other duties as required by the Fabrication Manager

Required Education & Experience:

- 1-3 years experience
- Excellent verbal and written communication skills
- Exceptional organizational skills with attention to detail and ability to prioritize multiple tasks
- Must be proactive, detail oriented and self-motivated
- Previous experience using ASA operating system (Preferred)
- High School Diploma/GED required

About Barnsco:

Barnsco Texas, a member of the Kodiak Building Partners family, has been serving the concrete construction markets in Texas since 1984. We are a Texas-based company that offers rebar fabrication, full service post-tension, concrete construction supplies, and engineering services. Additionally, we provide equipment sales, rentals, and maintenance services.

At Barnsco Texas, our core values are at the heart of everything we do. We provide a unique environment that encourages individual growth and recognizes individual performance and hard work. Our management team is visible and accessible, ensuring effective communication. If you are seeking growth opportunities in a stable company, look no further than Barnsco Texas.

Please note that this job description does not imply that the listed duties are the only responsibilities of the employee(s) in this position. Employees will be expected to follow any other job-related instructions and perform any additional job-related duties as assigned by authorized personnel.

Barnsco Texas is an equal opportunity employer. We consider all candidates for employment, regardless of their race, color, sex, age, national origin, creed, disability, marital status, sexual orientation, or political affiliation.