



## **Job Description**

**Position:** Post-Tension Administrator

**Reporting:** Reports directly to the Post-Tension Manager

**Purpose:** To support BarnSCO clients and customer base as well as outside sales department and team needs.

### **Duties and Responsibilities:**

#### **Order Writer**

- Receive orders by email, or in person, from outside salespersons or customers
- Perform Basic PT take-offs for residential slabs using Bluebeam software
- Request plans as needed from engineering company for cable releases
- Communicate with customers to schedule deliveries
- Coordinate delivery requests with dispatch and shop lead
- Communicate with shop to ensure appropriate delivery times are executed
- Become familiar with all product lines to be able to recommend additional products needed for the job
- Enter Post-Tension orders and process order writing from beginning to end
- Work closely with other departments to ensure accuracy and predictability
- Maintain open orders daily
- Keep entry logs updated on a daily basis
- Scan documents and attach them as related to orders
- Perform other duties as required by Post-Tension manager

### **Required Education & Experience:**

- 1-3 Years of Experience in administrative work
- Experience in the construction industry (Preferred)
- Well organized and takes good notes
- Proficient in Microsoft Office Suite especially Excel and Outlook
- Excellent verbal and written communication skills
- Willing to gain product and system knowledge daily
- Good with time management
- Problem solver for both internal and external customers
- Bilingual – English/Spanish (Preferred)

**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.