

Quality Structures

Job Description

Job Title: Production Coordinator
Location: Richmond
FLSA Status: Non- Exempt
Reports To: Director of Production
Hours: Office hours; Monday - Friday 8:00-5:00

Job Summary: This position is responsible for assisting the Director of Production with scheduling the Production Superintendents, Building Crews and Sub-Contract crews through daily contact with the QSI Subcontractors. Keeping the contractors schedule and on the job 5 days per week is the priority. Schedule all open job repairs to be done timely.

Duties and Responsibilities

- Assist in weekly Procedure 7 meetings with sales.
- Assist with weekly Production meetings.
- Process building repairs as necessary.
- Initial process of labor contracts for Director of Production Approval.
- Perform other duties as assigned by Director of Production.
- Contact customer at 3-week schedule with questionnaire on building process.
- Job pack processing for success during the building process. Prepare for material shortages for site issues that could cause delays or hurdles during construction.
- Update customer on subcontractor ETA's during building process.
- Complies with QSI policies and procedures.
- Assist crews and superintendents with job site issues that arise on a daily basis.
- Confirm materials are placed in proper areas for repairs and crew pick up the next day.

Education and/or Experience

- Knowledge of building materials and building process
- Any combination of job related experience and/or training, which would produce the required knowledge, skills and abilities
- QSI provides on-the-job training

Knowledge, Abilities, and Skills

- Ability to perform tasks accurately, effectively and in a timely manner
- Must be able to multitask, possess good communications skills (written & verbal)
- Must be detailed oriented and have the ability to work under time constraints
- Ability to interface with customers, suppliers, sub-contractors and personnel
- Ability to maintain file systems
- Must be detail oriented and have persistent follow through skills
- Ability to understand and follow oral and written instructions accurately
- Ability to operate a computer and other general office equipment
- Ability to establish and maintain effective working relationships with officials and the public