



Production Coordinator – Topsham, ME

Precast of Maine is looking to hire a Production Coordinator to work in the Topsham office. Reporting to the Sales Director the selected candidate will be involved with many facets of the precast concrete production process. The primary responsibilities will include, but not be limited to; learning and understanding the products manufactured in the shop, coordination with the sales team to understand future product needs, working with the Plant Manager and shop leads to create and maintain a production schedule, monitoring and managing inventory levels, purchasing, and learning the dispatch process to backup and potentially take ownership of that process.

The selected candidate will be required to regularly communicate and coordinate with customers, vendors, and employees in order to develop excellent working relationships with customers and deliver exceptional quality and timely service.

Precast is looking for a candidate who is eager to learn, excited to be a key part of the close knit Precast of Maine team and motivated by the satisfaction of seeing the difference his/her effort can make.

The position is based in the Topsham office and is a full-time and year-round role.

Requirements:

- Previous experience in the precast or construction industry
- Ability to use AutoCAD and/or read plans
- Knowledge of advanced Excel functions
- Strong computer skills, attention to detail, and written and verbal communication skills
- Excellent customer service skills
- Must be able to work independently and successfully switch between tasks throughout the day

Benefits:

Medical and dental insurance on day one, paid time off, company paid life and disability insurance, 401k with company match and profit sharing, paid vacation, paid holidays, referral bonus program, and MORE!

To apply:

Visit our website <https://precastofmaine.com/careers/> to download a copy of our application. Completed applications should be emailed to jobs@crooker.com

Bring a good sense of humor and positive “get it done and done right” attitude.

Enjoy working with a great crew!

We are an Equal Opportunity Employer of women, minorities, protected veterans and individuals with disabilities.