



PRODUCTION ADMINISTRATIVE ASSISTANT

Reports To: Shop Foreman

Revision Date: 10/28/2021

Status: Full-Time

Department: Production

Position Overview: The production administrative assistant will support production by performing various administrative and production related tasks.

Job Functions and Qualifications:

- Knowledge of production operations preferred.
- Ability to work autonomously.
- Prepare reports and organizes information to support production.
- Accurate data entry into system for job processing.
- Quality inspection prior to shipment.
- Management of paperwork and electronic filing system.
- Courteous phone etiquette and customer service.
- Other administrative duties as assigned.

Essential Functions:

- Must be able to work in a shop floor environment, able to sit, stand, balance, stoop, kneel, walk and use fingers to feel objects, tools and controls.
- Must be able to follow instruction, both written and verbal.
- Must be able to work independently and work self-sufficiently on assigned tasks.
- Occasional lifting of up to 40 pounds
- Hours for position are dictated by the workload and at times require more than a typical 40-hour work week.
*Overtime is paid when authorized.
- Experience with JobBoss is preferred.
- Some travel may be required.

Education/Experience:

- Previous experience in a manufacturing setting is preferred.
- High school graduate or equivalent

Compensation:

- This is a full-time, performance-based position; wages are commensurate with skills and experience.
- Medical, vision, dental, life insurance, short term disability, 401K and profit-sharing plans are available upon completion of 60 days of employment.

Interested candidates should send resumes and salary requirements to the HR Manager at hr@fabriweld.com