



The Operations Coordinator will work closely with all members of the Operations team to increase efficiencies and manage the day to day tasks for the Operations team. The selected individual will be proactive and responsive to meet the needs of internal and external customers.

Responsibilities:

- Monitoring day-to-day activities of technicians, balancing labor and schedules for respective cells, while maintaining high quality standards
- Communicate with Operations Management and Operations team members on a daily basis to insure on-time delivery of quality products
- Maintain open channels of communication with Operations team
- May assist with preparing customer estimates
- Maintain our ERP (WorkWise) database
- Implement and assist with Lean initiatives
- Other duties as assigned

Education and Experience:

- Qualified candidates should have a minimum of an associates degree in Operations Management, Finance or Business Administration program.
- Minimum 2 years experience in a manufacturing environment
- The candidate should also be familiar with database programs and above average knowledge of Microsoft Suite.

Skills:

- Multitask and prioritize
- Work well under pressure in a time sensitive environment
- In addition to this, the qualified candidate will have excellent communication skills, the ability to be analytical, and be a creative problem solver
- Excellent follow through to ensure completion of task at hand
- Understand trends within the industry
- Ability to work autonomously
- Be a team player

WireTech Fabricators is an Equal Opportunity Employer. All qualified candidates will receive consideration without consideration of their race, sex, color religion, national origin, protected veteran status or on the basis of a disability. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the role.