



Job Description

POSITION SPECIFICS

Job Title:	Fabrication Supply Chain Coordinator
Department:	Purchasing
Reports To:	Supply Chain Manager
Prepared Date:	December 21, 2018

ROLE

Summary: Responsible for material procurement, overseeing the functions, and reporting the performance of Auburn Mechanical's fabrication shop. This individual will work in conjunction with the Supply Chain Manager, Fabrication Foreman, and Field Superintendent to identify and reduce process inefficiencies as well as plan and implement overall fabrication strategy to the betterment of Auburn Mechanical's goals and objectives.

Essential Duties and Responsibilities include the following.

- Manage tool inventory to include tools, rubber made carts, ladders, pipe carts, job boxes (trade specific), etc.
- Performs purchasing, shipping/receiving and inventory control functions
- Monitors purchase order status, including back orders, seeing all orders through to complete and timely material delivery
- Examines and resolves material shortage and quality issues
- Maintain and monitor inventory information system parameters and data integrity for material organization
- Participates in labor and material forecasting, planning and flow analysis activities
- Participate in vendor sourcing and qualification process management. Monitor and document the performance of outside vendors
- Participate in strategic stocking opportunity analysis
- Work with Warehouse Purchasing Manager, field staff & third party logistic vendors to coordinate timely and accurate jobsite delivery of purchased and fabricated materials
- Work with the Supply Chain Manager and alongside the Fabrication Manager to benchmark fabrication performance, establish key performance indicators and improvement targets
- Participate in the development and implementation of fabrication shop SOP's and provide training and audits
- Assist Fabrication Manager in QA/QC efforts to ensure first rate quality and delivery of fabricated materials
- Lead and participate in lean planning and events to streamline the fabrication process
- Participate in developing and implementing business system processes to improve gross margin and reduce G&A expense for the construction division
- Participate in strategic team meetings – provide short and long term strategic input as part of the company's regular strategy development and review process
- Develops positive relationships with customers, subcontractors, vendors, and fellow employees
- Additional tasks as assigned

Supervisory Responsibilities

This job has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education/Experience

Associate degree or equivalent from two-year College or technical school; and four to six years of purchasing experience and/or training (preferably in the mechanical construction industry), inventory management, shipping & receiving, logistics, labor & materials forecasting, QA/QC, process improvement, lean thinking/implementations and reporting; or equivalent combination of education and experience.

Computer Skills

Proficiency with Microsoft Word, Excel, and Outlook required.

Certificates and Licenses

Valid driver's license and clean driving record.

WORKING CONDITIONS

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

This position is in a warehouse and standard office environment. Noise level can be quiet to moderate including desktop business equipment, frequent telephone calls, delivery truck, and forklifts.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit for long periods of time. The employee is required to regularly lift and /or move up to 50 pounds. The employee must constantly reach with hands and fingers. Employee must be able to work in close contact with small and large groups. The employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and talk and hear.



2621 West Valley Hwy N
 Auburn, WA 98001
 (253) 838-9780

APPLICATION FOR EMPLOYMENT

NOTE: PLEASE ASK IF YOU NEED ASSISTANCE COMPLETING THIS APPLICATION

INFORMATION			
LAST NAME:	FIRST NAME:		MIDDLE IN:
PRESENT ADDRESS:	CITY:	STATE	ZIP:
HOME PHONE:	CELL:	E-MAIL:	
POSITION APPLIED FOR?			
WAGE/SALARY DESIRED?		DATE AVAILABLE FOR WORK?	
AVAILABLE: <input type="checkbox"/> Days <input type="checkbox"/> Evenings <input type="checkbox"/> Nights		APPLYING FOR: <input type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Temporary	
Will visa or immigration status prevent lawful employment? <input type="checkbox"/> Yes <input type="checkbox"/> No (Proof of right to work in the U.S. will be required if hired.)			
Are you 18 years or older? <input type="checkbox"/> Yes <input type="checkbox"/> No (If no, employment is subject to minimum legal age requirements.)			
Have you been convicted of a felony or released from prison within the past 10 years for an offense that may reasonably relate to the job duties of the position for which you are applying? (A conviction may not necessarily disqualify you from employment.) <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please indicate the date and nature of the offense:			
Do you have a Non-Compete, Non-Disclosure, or other agreement that might restrict your employment with us? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Have you ever previously applied to or been employed by this company? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, when?			
How did you learn about this position opening?			
Were you known by any other name at any job or school listed on this application? What name(s)?			
At which school(s)/employer(s) were you known by this other name?			
EDUCATION			
	Name and Location of School	Years Completed	Did you graduate? Degrees Received
High School			
College			
Trade, Business, or			
Graduate school			
SKILLS			
<input type="checkbox"/> Typing ___ wpm <input type="checkbox"/> Ten-key <input type="checkbox"/> Receptionist # incoming lines _____ <input type="checkbox"/> Supervision (yrs of experience) _____ Proficient at: <input type="checkbox"/> Excel <input type="checkbox"/> Word <input type="checkbox"/> Access <input type="checkbox"/> PowerPoint <input type="checkbox"/> Outlook <input type="checkbox"/> Other _____ Indicate other skills related to the position you are seeking: _____ _____			
PROFESSIONAL REFERENCES			
Please list three persons, other than relatives, who we may contact about your professional work experience.			
Name	Years Known	Relationship	Telephone Number

EQUAL OPPORTUNITY EMPLOYER

EMPLOYMENT RECORD (INCOMPLETE APPLICATIONS CANNOT BE ACCEPTED)

Please list your employment history below beginning with the most recent employer, include U.S. military service.

If currently employed, may we contact your employer? Yes No

Employer _____ Type of business _____ Telephone () _____
City _____ State _____ Fax: () _____
Job Title _____ Supervisor _____ Telephone () _____
Dates Employed: From _____ To _____ Reason for leaving _____ Wage/Salary _____
Duties _____

Employer _____ Type of business _____ Telephone () _____
City _____ State _____ Fax: () _____
Job Title _____ Supervisor _____ Telephone () _____
Dates Employed: From _____ To _____ Reason for leaving _____ Wage/Salary _____
Duties _____

Employer _____ Type of business _____ Telephone () _____
City _____ State _____ Fax: () _____
Job Title _____ Supervisor _____ Telephone () _____
Dates Employed: From _____ To _____ Reason for leaving _____ Wage/Salary _____
Duties _____

Employer _____ Type of business _____ Telephone () _____
City _____ State _____ Fax: () _____
Job Title _____ Supervisor _____ Telephone () _____
Dates Employed: From _____ To _____ Reason for leaving _____ Wage/Salary _____
Duties _____

I certify that the information given by me is true and complete to the best of my knowledge. I understand that if I am employed, the discovery that I gave false information during the application process may result in immediate dismissal.

I authorize the Company to which I am providing this application (Auburn Mechanical) to investigate all statements contained in this application and to request information about me from previous employers, educational institutions, and references. I expressly authorize my previous employers to provide information and opinions concerning my work and work habits. Further, I release all parties (including Auburn Mechanical) and persons connected with any requests for information from all claims, liabilities, and damages for whatever reason, arising out of furnishing any information. If employed, I release Auburn Mechanical from any liability for future references it may provide regarding my work history with Auburn Mechanical.

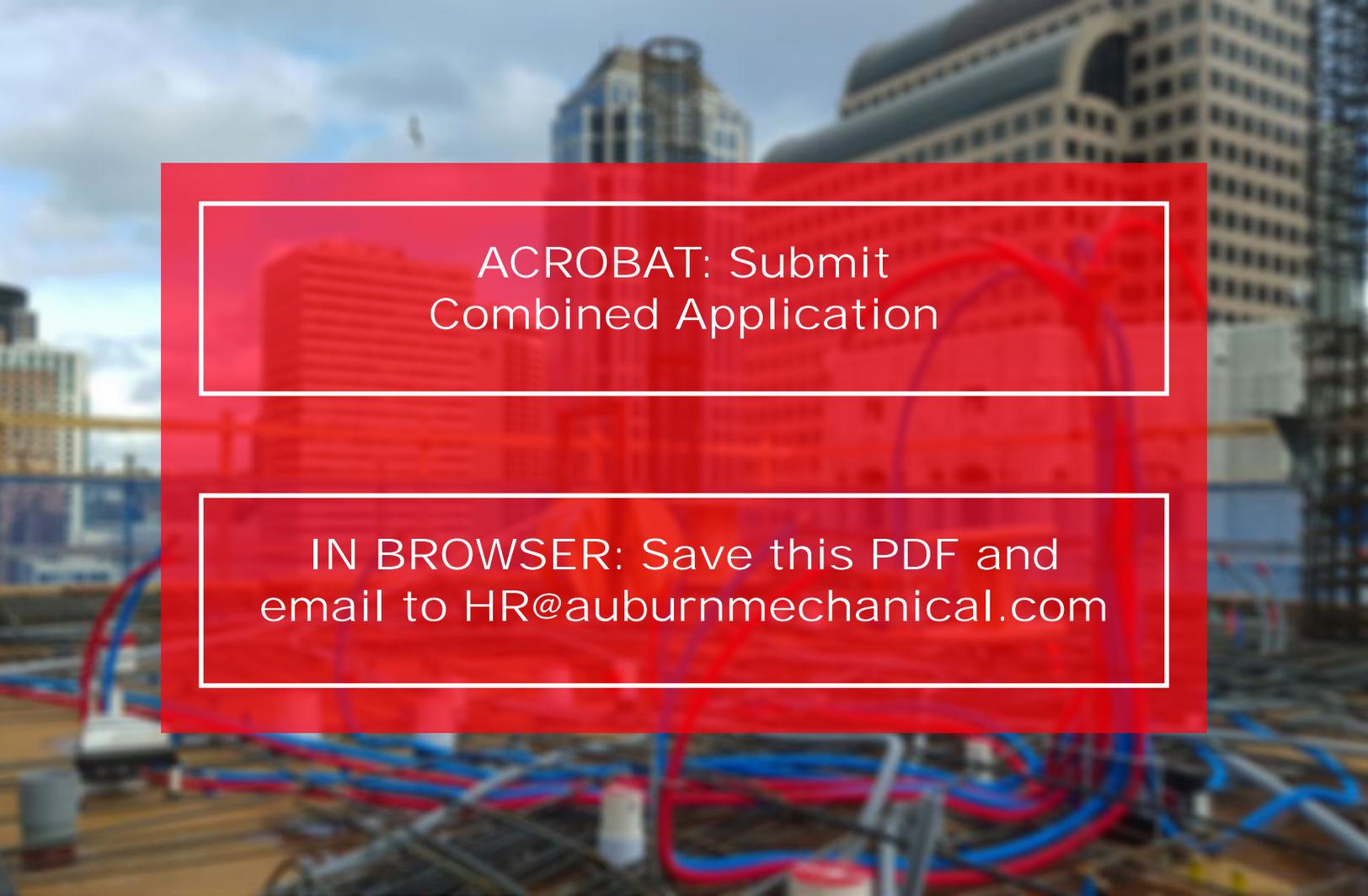
Due to the large number of applications that Auburn Mechanical receives, I understand Auburn Mechanical cannot guarantee that my application will be considered for any or all open positions they or Auburn Mechanical may have or that my application will be considered for any specific time.

In the event of employment, I understand that I am required to abide by all current and subsequently issued rules and regulations of Auburn Mechanical and that my employment and compensation may be terminated, at any time, with or without notice, by either party.

Signature of Applicant

Date

Place Cover Letter Here



ACROBAT: Submit
Combined Application

IN BROWSER: Save this PDF and
email to HR@auburnmechanical.com