

**Title**

Administrative Support Coordinator

**Description**

The Administrative Support Coordinator will provide administrative support along with clerical tasks that aid in the daily Fabrication operations.

**Responsibilities** (*other duties may be assigned*)

- Document Control/Record Keeping.
- Examine documents, materials, and products, and monitors work processes, in order to assess completeness, accuracy, and conformance to standards and specifications.
- Request and submit purchase orders.
- Maintain files and records so they remain updated and easily accessible.
- Maintain and updating Safety Data Sheet Records.
- Support safety department with ordering safety consumables (goggles, gloves, etc.)
- Assist with onboarding of new team members.
- Understand the Company's benefits and connect employees with the benefit coordinator as needed.
- Perform pre-employment drug and alcohol screening.
- Receive, code & submit invoices to the Accounting Department.
- Request, receive and record the certification records of Material Testing Reports and Certifications of Conformance for code material in accordance with the material control plan.
- Check in material received with a RIR report containing Purchase Order number and verify quantity and specifications required with correct codes.
- Identify material shortages and notify vendors on items needed.
- Maintain Filler Metal Certification of Conformance's book for record keeping purposes.
- Mark all received code materials with purchase order and job number along with heat numbers for material traceability as stated in the QAQC manual.
- Receive, label and store supplies, tools or equipment used in production.
- Assist in packaging products for delivery.
- Utilize office appliances such as photocopier, printers etc. and computers for word processing, spreadsheet creation etc.
- Assist in office management and organization procedures.
- Monitor and keep stock of office supplies and materials updated (i.e. paper clips, stationery, cleaning supplies, etc.).
- Responsible for maintaining procurement requisitions.
- Assist in the ordering of production consumables (welding wire, gas, grinding wheels)
- Perform other QC/Office duties as assigned.
- Record production data.
- Create productivity reports.
- Collect superintendents' daily reports, weekly project pictures and safety documentation. Review for completeness and include in project documentation.
- Collect and verify timekeeping information for employees.
- Administer new hire and termination process, and employee benefit administration.
- Perform other duties as assigned.

#### **Required Qualifications**

- Proficient with Microsoft Office products.
- Ability to prioritize and multi-task to meet deadlines.
- Proven ability to work collaboratively and execute independently, maintain excellent rapport with team members.
- Self-motivated; capable of taking initiative, successfully handle and prioritize multiple completing assignments and effectively manage deadlines.
- Interpersonal and communication skills to coordinate team efforts.
- Team player who is willing to jump in and assist in various tasks.
- Customer service oriented.
- Strong communication skills – verbal and written.
- Ability to successfully manage several duties simultaneously.

#### **Excellent Perks & Benefits**

- Family-focused company
- Company-sponsored events
- Relocation Package
- Paid Time Off and Paid Holidays
- Generous 401k Match
- Medical, Dental, Vision and Life Insurance
- Health Savings Account

#### **Core Values**

- Dedication
  - We commit to one another, our customers and the company.
- Integrity
  - We have the discipline to take the high road and do the right thing, even when no one is looking.
- Get It Done
  - We do whatever it takes with intentional and efficient execution. Period.
- Safety
  - No effort is too important to compromise anyone's health and well-being.

Strobel Fabrication is a full-service ASME certified steel fabrication facility with expertise in custom skid design and fabrication, pressure vessels, piping systems, support and structural steel, transloading equipment and specialty coatings. Strobel can design and fabricate for a wide range of industries including power generation, oil and gas productions, renewable fuels, chemical, ethanol, petrochemical and more.