

M. G. NEWELL CORPORATION

JOB DESCRIPTION

JOB TITLE: Fabrication Coordinator

DEPT: Engineering

SUPERVISOR: Director of Engineering

PRIMARY PURPOSE:

The primary purpose of this position is to support shop fabrication efforts, coordinate the materials for project manufacturing crews and assist with administrative matters for all engineering projects.

JOB DUTIES:

- Responsible for self-prioritizing work and results to meet job schedule requirements and fulfilling general duties of the position.
- Assist engineering personnel for costing Bills of Material and other items for projects and quotations; determine costs from computerized database, direct calls to vendors, and other sources.
- Open jobs and assign job numbers for accepted bids and fabrication projects.
- Manage logistics and sources materials for jobs and project installations; ensures parts and equipment are physically reserved from company inventory or purchased from vendors in time for scheduled installations and shipments. Coordinate dedicated warehouse space for storage of job materials with warehouse personnel.
- Generate pick tickets for the warehouse to allocate material for jobs.
- Responsible for tracking all job costs to ensure accurate accounting of materials, freight, labor, contractor fees, returns, and other items; prepare and print job cost detail reports.
- Collect weekly time sheets and expense reports for shop department personnel, review hours for payroll, enter shop labor against appropriate jobs, and log data into personal computer spreadsheet.
- Prepare, enter and print customer invoices for materials and services provided on jobs.

- Provide emergency assistance to source, acquire, and deliver materials to shop crews.
- Gather and organize documentation for project materials and relevant quality process checks. Assemble turn over packages as required by customer or M.G. Newell specification.
- Assist with the generation of quality process development, implementation, and associated documentation.
- Work closely with Inventory Control and Accounting departments on purchasing and inventory issues related to jobs.
- Organize Project Closing Schedule.
- File requisitions generated by engineering and shop personnel.
- Participate in training programs to upgrade job skills and improve performance.
- Collect subcontractor labor invoices and enter into computer.
- Assist with annual inventory, provide switchboard relief, and perform other assigned duties.

REQUIRED SKILLS, EDUCATION AND REQUIREMENTS:

- Associate's Degree Required
- 3-5 years accounting or purchasing experience preferred

M. G. Newell Corporation has been in business for over a century providing sanitary process components and integrated process systems to the food, dairy, citrus, beverage, pharmaceutical and personal care industries. With divisions in Greensboro, North Carolina; Louisville, Kentucky, and Nashville, Tennessee, our services extend to the Mid-West, Mid Atlantic, and Southeastern United States.

M.G. Newell is an Equal Opportunity employer and will consider all qualified applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, protected veteran status, or disability status.

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