



## Production Coordinator – Topsham, ME

**Precast of Maine and Crooker Construction are proud to be a 100% employee-owned company!**

As an Employee Stock Ownership Plan (ESOP) company, our employees are owners and share directly in the success they create. As the company grows, all employees will watch their ownership accounts grow in value too. Apply today and soon you'll start watching your ownership account grow!

Precast of Maine is looking to hire a Production Coordinator to work in the Topsham office. Reporting to the Sales Director, the selected candidate will be involved with many facets of the precast concrete production process. The primary responsibilities will include, but not be limited to; learning and understanding the products manufactured in the shop, coordination with the sales team to understand future product needs, working with the Plant Manager and shop leads to create and maintain a production schedule, monitoring and managing inventory levels, purchasing, and learning the dispatch process to backup and potentially take ownership of that process.

The selected candidate will be required to regularly communicate and coordinate with customers, vendors, and employees in order to develop excellent working relationships with customers and deliver exceptional quality and timely service.

Precast is looking for a candidate who is eager to learn, excited to be a key part of the close knit Precast of Maine team and motivated by the satisfaction of seeing the difference his/her effort can make.

The position is based in the Topsham office and is a full-time and year-round role.

### **Requirements:**

- Previous experience in the precast or construction industry
- Ability to use AutoCAD and/or read plans
- Knowledge of advanced Excel functions
- Strong computer skills, attention to detail, and written and verbal communication skills
- Excellent customer service skills
- Must be able to work independently and successfully switch between tasks throughout the day

### **Benefits:**

The company is 100% employee owned. All employee-owners have an additional ownership retirement account growing in value each year when more shares are awarded.

Enjoy working with a great crew!

Health, dental, and vision coverage, 401k with company match, paid vacation, paid time off, paid holidays, paid life insurance, boot reimbursement, and more!

**To apply:**

Online at <https://crookerconstruction.com/current-opportunities/>

Email resume to [jobs@crooker.com](mailto:jobs@crooker.com)

Crooker is managing this search. No recruiters or agencies, please.