

## Production Coordinator

Reports to: Project Engineer

### Scope:

The Production Coordinator (PC) is responsible for the office administration which supports the production manager and project engineer with planning, executing and closing out of projects for the well drilling and pump divisions. This position requires a detailed and organized person who can effectively manage multiple tasks across concurrent multi-stage projects. The PC works closely with the production team and reports to the project engineer.

### Objectives of this Role

- Manage the internal documentation of all projects
- Manage Precision Hydro project schedules
- Manage communication between Production Manager and production teams
- Organize documentation for project readiness, project execution and project close out
- Ensure documentation has been completed for projects
- Manage hotel accommodations for field crews
- Assist with the tracking and management of the Well Reliability Program

### Roles and Responsibilities

#### Job Estimating:

- Request vendor/subcontractor pricing
- Prepare bid submittal documents

#### Job Planning

- Gather general and technical information for job execution.
- Develop & maintain job documentation including work plans, submittals, permits & budget reports.
- Prepare documents for prevailing wage project planning.

#### Job Execution

- Issue purchase orders.
- Setup and manage hotel reservations for field crews.
- Manage vendor and subcontractor schedules.
- Support PM with preparation and tracking of client billing.

#### Job Closeout

- Process final job documentation from field
- Responsible for project closeout reports and client packets

### Qualifications:

- Teachable, willing to learn a niche industry
- Good verbal & written communication skills
- Organized, systematic
- Ability to work in a fast-paced environment
- Detail-oriented
- Trustworthy and honest
- Works well in a team environment
- Ability to work independently

### Experience:

- Bachelor's degree (Preferably in engineering or construction management)
- Efficient with Microsoft products including Excel, Word and Project

### Compensation:

- \$24-\$28/Hour, Bi-weekly payroll
- Health, vision & dental insurance
- 401k retirement plan
- Paid holidays, sick leave and vacation