



**Title:** Production Coordinator, Truss Production

**Location:** 2345 Alyth Road SE, Calgary which is on a great bus route!

**FYI: In late 2024 – early 2025, Star will be moving to a new facility at 292156 Crosspointe Road, Rocky View County, AB (behind the Century Downs Racetrack/Casino in Balzac).**

At Star, our people make the difference. We offer an exciting place to build your career with competitive compensation and benefit packages, company matching RRSP/DPSP program, employee home purchase program and employee discounts.

### **Job Overview**

Reporting to the Manufacturing Manager, as the **Production Coordinator, Truss Production** you will coordinate production and release of orders in a timely manner. You also ensure products are manufactured and delivered to clients within expected timeframe to enhance customer satisfaction.

Your day-to-day responsibilities will include:

- Liaising with customers to determine the timelines, order details and delivery requirements.
- Ensuring completeness and accuracy of required production documents and following up with product design engineers when necessary.
- Managing production work schedules and ensuring production work is within timeframe and set goals, batching jobs using Mitek and MPV and delivering products to clients in a timely manner.
- Monitoring daily production and shipping progress using business operations software.
- Coordinating with customers to schedule just-in-time delivery of completed production orders.
- Assisting in project and schedule planning, including adjustment of production and shipping schedules to accommodate changing priorities or unforeseen circumstances.

As our ideal candidate, you are...

- Organized; you effectively manage your time while balancing multiple priorities.
- A strong communicator; you clearly express your thoughts in conversation and in written communication.
- An active listener; you seek to understand and listen to others in a non-judgmental way.
- Detail oriented; you focus on detailed accuracy when dealing with a high volume of work.
- A team player; you contribute as a team member and share equally in the exchange of ideas, concepts and process outcomes.

### **Essential Requirements**

- High School Diploma, or equivalent.
- Minimum 2 years of truss plant experience.
- Minimum 1 year of production coordination experience.
- Satisfactory verification of criminal record check.
- Proficient in Microsoft Office Programs (Outlook, Word, Excel, Teams, SharePoint and PowerPoint) and comfortable using business operations software (BisTrack, Mitek).

### **What We Value**

- Creating trusting and successful working relationships.
- Setting clear, measurable and achievable goals.
- Cooperating with team members in an open, positive and respectful manner.

- Staying current with technical job skills.
- Taking responsibility for the outcomes of decisions and actions.

### **Work Conditions**

You primarily work in an office setting during regular business hours. Overtime may occasionally be required.

### **About Us**

Star Building Materials is an independent, wholly owned division of Qualico. Since 1958, Star Building Materials has sourced, manufactured, and supplied quality building materials to builders, developers, renovators, and homeowners. It is our mission to innovate within the construction industry, exploring new methods to help you reduce waste, increase efficiency, and manage project costs.

None of this would be possible without people. We hire only the most forward-thinking, experienced, and passionate staff to serve your building needs. We care deeply about the quality of the products and service you receive, and we invest in our relationships both with our employees and our customers. We aim to reach beyond minimum standards of safety and environmental concerns.

We serve our clients with some of the most innovative building solutions available, including framing and finishing materials, engineered wood floor systems, trusses, drywall, insulation, and a wide selection of related supplies. To learn more, click [here](#).

*Qualico welcomes applications from people with disabilities. Accommodations are available upon request during the assessment and selection process.*

Candidates being considered will be contacted. We thank you for your interest. Join our [Talent Community](#) to stay up to date on job opportunities and to find out why we have the best reason to come to work every day.

**Closing date:** June 24, 2024

[Apply Here](#)