



Title: Production Coordinator - Truss

Location: currently at 4507-61 Ave Leduc, AB however we will be relocating in a few months to 3735-8th Street Nisku, AB

This position will transition from our day shift to our afternoon shift in the future.

At Star Building Materials, 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 Production Manager, as the **Production Coordinator - Truss**, 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:

- Determining 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, and delivering products to clients in a timely manner.
- Monitoring daily production and shipping progress using BisTrack and MiTek software programs.
- Coordinating with 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 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 or similar).

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 has a reputation as leading Roof Truss and Engineered Wood specialists within the industry, built on workmanship and innovative approach to design solutions.

With over 40 years of experience operating from a modern 22,000 square foot production facility supplying roof trusses, open web floor trusses and engineered wood products for use on residential, multi-family, commercial and agricultural buildings. 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: April 2, 2025

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