

**Production Coordinator**  
**Job description**  
**Revised November 2024**

**General Overview:**

This position will oversee the day-to-day operation of all aspects of project production.

**Duties and responsibilities to include but are not limited to:**

**Production Coordinator:**

- Manage the daily scheduling of all projects, including full replacement and service projects.
- Assign tasks to service and installation production teams and manage the completion of all projects.
- Order material required for each project, manage the delivery schedule.
- Manage customer communication from the point in which the project is sold and all tasks required of the Project Consultant are completed.
  - Improve communication with the client, prior to and during the project.
  - Responsible for communication with the QC representative.
- Oversee the quality control inspection process, verify that the QC representative is completing all the tasks required. QC representative should assume the customer communication task once the project starts and manage that communication through the duration of the project, until the project is completed.
- Improve the coordination, cooperation and working relationships with all subcontractor crews. Develop a collaborative rapport with each installation team and establish expectations for each project.
- Competitive pay with competitive benefits.
- For more information or to apply, please send resume or contact Marisol Grap at [mari@ecroofing.com](mailto:mari@ecroofing.com)