



Shop & Maintenance Coordinator – West Bend, WI

Due to growth, Steiner Electric, a family-owned and oriented electrical contracting firm established in 1933, seeks to hire a full-time Shop Coordinator to gather and organize materials, tools and equipment for our projects in an efficient, timely and accurate manner. The Shop Coordinator will also work to keep our shop organized, stocked and clean. The coordinator will work closely with our management and field team on material requirements for upcoming and ongoing jobs. The selected candidate for this position will have the benefit of joining a growing company with a strong reputation, experienced team and long-term customer relationships.

POSITION REQUIREMENTS:

- Strong organizational skills with the ability to work independently.
- Mechanically inclined and experienced with the use of tools.
- Ability to manage multiple tasks in a fast-paced environment.
- Able to climb ladders, scaffolding and stairs as needed.
- Able to lift 65 pounds with no restrictions.
- Computer skills including experience with Microsoft Office are preferred.
- Valid WI Driver's License. A Commercial Driver's License will need to be obtained within 6 months if a candidate does not currently have one.
- Experience in construction and/or shop coordination is preferred.
- High School diploma or GED required.

RESPONSIBILITIES:

- Gather and organize materials, tools and equipment for ongoing and upcoming projects.
- Ensure the shop, warehouse and grounds are clean and organized.
- Place materials on shelves in the proper locations.
- Receive and check-in material deliveries.
- Identify and communicate to purchasing the need to replenish stock items.
- Inspect all tools and equipment and recommend items for replacement or repair to management.
- Performs preventative maintenance on tools and equipment.
- Tracks tools and equipment through electronic programs.
- Load and unload company vehicles at the shop and on job sites.
- Complete deliveries and pick-ups with company vehicles.
- Carry out additional job tasks or assignments as needed.

PAY & BENEFITS:

\$23.00-\$30.00 per hour. Pay range may be higher depending on experience and ability. Our benefit package includes medical, dental, vision, life insurance, short-term disability, paid vacation and holidays plus a generous retirement plan.

Steiner Electric, Inc. is an equal opportunity employer and does not discriminate on the basis of race, ancestry, national origin, color, religion, gender, age, marital status, sexual orientation, disability, veteran status, or any other protected classification under the law. Because Steiner Electric, Inc. believes in providing a safe work environment, we conduct drug and background checks in our recruiting/hiring processes.