

Jobs/Careers In the Office

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Career/Job	Position Description	Education/Training/Skills
Inventory	Inventory personnel works with the purchasing manager and/or the production manager to prepare material orders, rebar, wire mesh, couplers, placing accessories. They also communicate with sales personnel on inventory items as well as material lead times.	<p><u>Education:</u> high school/GED</p> <p><u>Training:</u> computer knowledge, business software</p> <p><u>Skills:</u> communications, math, organization</p>
Shipping	Shipping personnel coordinates deliveries to jobsites, keeps project managers informed of scheduling, schedules drivers, arranges back hauls or pickup at mill locations. They may also dispatch drivers.	<p><u>Education:</u> online certification (ASCM, SNHU)</p> <p><u>Training:</u> logistics credentialing</p> <p><u>Skills:</u> communication, scheduling, attention to details</p>
Office Administrator	The Office Administrator role is a 'Jack' or 'Jackie' of all trades. The position oversees all aspects of administration in the office, including assisting the sales team in bid preparations, billings, change order preparation, coordination of placing drawings (with loads), information gathering for reports to department supervisors, and other duties as assigned.	<p><u>Education:</u> high school/GED</p> <p><u>Training:</u> business software, compliance training (specific to employer)</p> <p><u>Skills:</u> basic accounting and math, reasoning, communication</p>
Dispatcher	A Dispatcher is a professional who ensures that everything runs smoothly by coordinating deliverables with customers and suppliers, providing precise logistics for drivers to follow along on their routes, and coordinating delivery times. Dispatchers are the point of contact for trucking and rail who provide all the information needed to make deliveries.	<p><u>Education:</u> high school/GED, college degree in supply chain management or related field</p> <p><u>Training:</u> additional classes/training may be provided by employer</p> <p><u>Skills:</u> communications, project management</p>

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Tech/ IT	An IT Technician, or IT Support Technician, is responsible for maintaining computer systems and other technologies in a business setting. Their duties include working with other IT Technicians to install hardware and troubleshoot computer issues, responding to IT questions from company employees, and updating malware protection devices to prevent viruses or computer/network vulnerabilities.	<p><u>Education:</u> high school/GED, college degree in computer science or related field</p> <p><u>Training:</u> online IT courses</p> <p><u>Skills:</u> system administration, networking, technical support, database administration, and IT security</p>
Accounting	Accounting personnel responsibilities include, but are not limited to, all accounting functions including general ledger, accounts payable, fixed assets, tax, financial and compliance reporting, forecasting, costing files, assisting with annual budget, monthly balancing, inventory management, and recording and timely reporting of accounting records/transactions, etc. They are responsible for the supervision of external and internal audit processes and ensuring that proper internal controls are maintained. Additionally, they provide analytical support to other departments as it relates to accounting issues to drive continuous cost improvements across all aspects of the business.	<p><u>Education:</u> college degree; accountants with a four-year degree are able to complete most accounting duties</p> <p><u>Training:</u> examining records, reconciling accounts, preparing financial reports, and completing tax returns</p> <p><u>Skills:</u> accounting and math, organization</p>

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Safety	<p>Safety personnel are responsible for the daily functions and operations as they pertain to safety management. Their main objective is to eliminate safety risk through the effective implementation of Company safety policies.</p> <p>The position works closely with leadership to develop and support a culture of team engagement and ownership in Safety including interacts with all teammates to ensure safety understanding and OSHA compliance. They also develop methods to identify and remove hazards while developing, organizing, and providing safety training. Additionally, safety personnel will compile, review, and report injury/illness statistics, conduct safety visits, audits and observations throughout the plant site, and develop, coordinate, and conduct division safety activities and initiatives.</p> <p>This position must positively and effectively interact with the entire team to promote a culture of safety and achieve an injury-free workplace.</p>	<p><u>Education:</u> associates degree in a related field (business, occupational safety and health, criminal justice, public health, communications, etc.)</p> <p><u>Training:</u> OSHA 10/30 training, on the job training</p> <p><u>Skills:</u> strong communication, organization</p>
Detailer	<p>Detailers are computer-aided design (CAD) draftsmen who interpret the structural drawings on a project and use specialized 2D/3D/BIM software to produce reinforcing steel (rebar) lists for the shop to fabricate from and placing drawings for the field crews to install on the jobsite.</p>	<p><u>Education:</u> CAD courses are usually available as continued education (1-2 months) or offered at technical colleges (1-2 years)</p> <p><u>Training:</u> CAD software such as AutoCAD, Revit, Tekla/Trimble, aSa/Soule, CRSI Detailer Training Program</p> <p><u>Skills:</u> math, attention to detail</p>
Scheduler	<p>A Scheduler in the fabrication shop receives bar lists from the detailer and is responsible for having each project's rebar fabricated and loaded onto trucks in a cost-efficient manner. They are also responsible for arranging the logistics necessary to ensure that each jobsite receives its order on time.</p>	<p><u>Education:</u> high school/GED</p> <p><u>Training:</u> on the job training, detailer training or formal experience in project management/construction management may be beneficial</p> <p><u>Skills:</u> organization, computer software</p>

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Estimator	<p>The Estimator performs the duty of calculating material quantity takeoffs or labor hours from the design drawings. The estimate is then used for pricing and preparing a bid proposal. Industry software and tools have been designed to assist this role. The position is typically offered by a fabricator or installer.</p>	<p><u>Education:</u> high school/GED <u>Training:</u> on the job training, detailer training or formal experience in project management/construction management may be beneficial, completion of a technical school estimating course, CRSI Detailer Training Program <u>Skills:</u> organization, computer software</p>
Sales	<p>Rebar sales usually include inside and outside sales positions. Inside sales include order desk or over-the-counter sales, receiving orders, and supplying price requests. Outside sales include customer call/visits, developing customer relationships, closing deals, negotiating contracts, and attending industry-related functions as part of customer relations.</p>	<p><u>Education:</u> high school/GED <u>Training:</u> mentoring and relationship building <u>Skills:</u> communication and negotiation, math, accounting, business principles</p>
Project Manager	<p>The Project Manager represents the fabricator or placer organization by coordinating shipments, supervising manpower, and is the company representation in meetings. They typically manage change orders, requests for information, and is the liaison between the seller and buyer.</p>	<p><u>Education:</u> high school/GED, college degree in project management/construction management, ironworker experience <u>Training:</u> detailer experience would be helpful, CAD software such as AutoCAD, Revit, Tekla/Trimble, aSa/Soule, CRSI Detailer Training Program <u>Skills:</u> communications, critical thinking, computer software</p>
Lister	<p>A Bar Lister position is someone who conducts a material takeoff from the approved detail drawings in conjunction with the Detailer. This list of materials will be coordinated with the fabrication department for fabrication and delivery. They are generally responsible for all material documentation to the jobsite.</p>	<p><u>Education:</u> high school/GED <u>Training:</u> on the job training, blueprint reading <u>Skills:</u> computer software</p>

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Inside Sales	Assist in sales functions including, but not limited to, interfacing with customers on telephone inquiries, pricing, sales proposals and preparing contract documents.	<u>Education:</u> high school/GED <u>Training:</u> mentoring and relationship building, price quoting <u>Skills:</u> organizational, communications and relations (internal and external), math
Outside Sales	Assist in sales functions including, but not limited to, interfacing with customers, converting estimates into printed price summaries and sales proposals and preparing contract documents.	<u>Education:</u> high school/GED <u>Training:</u> mentoring and relationship building, price quoting <u>Skills:</u> organizational, communications and relations (internal and external), math
Core Development	The Core Developer role provides expertise in systems analysis and design as well as strategic recommendations on reporting, visualization and data science methodologies.	<u>Education:</u> college degree <u>Training:</u> employer specific <u>Skills:</u> business strategy and data analytics
Engineer	An Engineer, or Senior Engineer, uses math and science to solve different technical problems. Their main responsibilities of their position include developing new products for companies or individuals to use, providing maintenance to current products to enhance use, and designing new machines to improve an organization's efficiencies.*	<u>Education:</u> college degree in engineering <u>Training:</u> employer specific <u>Skills:</u> analytical, math, attention to detail
Sustainability Manager	Sustainability managers are passionate about creating and implementing changes that will have a ripple effect on mankind and the world. They enact and enforce policies in multiple domains to sustain current and future generations. These professionals are essential to the management of the science behind these efforts, assurance of compliance with environmental legislation, and management of stakeholders and the public.*	<u>Education:</u> college degree in environmental studies <u>Training:</u> sustainability initiatives on federal and state levels, continuous study and learning to adapt to the process of sustainability <u>Skills:</u> knowledge of "green" processes, sustainability initiatives

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Environmental Manager	<p>In this role, Environmental Managers develop and assist with the implementation of regulatory programs and ensure that operations are in compliance with applicable environmental regulations. The position required keeping abreast of new and pending regulations that may impact operations, and assist operations as necessary to prepare for new requirements. Additional responsibilities often include obtaining permits and provide environmental input and/or planning for applicable projects.</p>	<p><u>Education:</u> degree in science, engineering, or environmental laws and regulations <u>Training:</u> prior experience in an environmental management role or similar; local State EPA agency interaction; management of hazardous wastes and air pollutants <u>Skills:</u> organization, communication</p>
Environmental Specialist	<p>In this role, Environmental Specialist supports a steelmaking facility with its environmental responsibilities including developing and implementing environmental plans and response protocols, establishing waste disposal solutions, and conducting inspections. They also perform audits to ensure compliance with all regulations and maintains productive relationships with plant and regulatory agency personnel.</p>	<p><u>Education:</u> degree in environmental studies and/or sciences, geology, biology, engineering <u>Training:</u> prior experience in environmental compliance areas including air/water quality management issues, solid waste/hazardous materials management, radiation detection systems for a steel mill or heavy industrial environment pollutants <u>Skills:</u> organization, communication</p>

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Contracts Manager: Fabricator	The Fabricator Contracts Manager reviews and negotiates purchase orders and/or subcontracts to ensure that the scope of work is accurately reflected within the contract documents. They also verify the commercial terms and conditions are acceptable and conform accurately with the estimate.	<p><u>Education:</u> college degree in business, accounting, finance, business law, or related field preferred.</p> <p><u>Training:</u> experience with reviewing legal contract documents and negotiating mutually agreeable terms with customers. Working knowledge of construction contracts, sub-contracts and invoices required. Additional development opportunities and professional certifications are available.</p> <p><u>Skills:</u> strong computer skills with proficiency in business software. Must be a self-starter, possess strong skills in communications, math and problem-solving, and be able to function effectively independently and as a member of a cross-functional team.</p> <p><u>Fabricator-specific:</u> general knowledge of the construction industry, reinforced concrete construction practices and techniques, building materials and project delivery methods/contractual relationships between contractors. Working knowledge of reinforcing steel and reinforcing steel fabricator responsibilities is required.</p>

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Contracts Manager: Steel Mill	<p>The Steel Mill Contracts Manager reviews bids/purchase orders, project scope, processes change orders, purchases insurance for the jobsite and equipment, and ensures budgets are met across the project. They also work closely with contractors, employees, and project leaders to assess the material needs of the project. The duties and responsibilities of the position require a strong knowledge of contracts and the specifics of the projects.</p>	<p><u>Education:</u> college degree in business, accounting, finance, business law, or related field preferred.</p> <p><u>Training:</u> experience with reviewing legal contract documents and negotiating mutually agreeable terms with customers. Working knowledge of construction contracts, sub-contracts and invoices required. Additional development opportunities and professional certifications are available.</p> <p><u>Skills:</u> strong computer skills with proficiency in business software. Must be a self-starter, possess strong skills in communications, math and problem-solving, and be able to function effectively independently and as a member of a cross-functional team.</p> <p><u>Mill-specific:</u> general knowledge of the steelmaking industry, manufacturing, industrial relations, logistics and procurement procedures and techniques. Working knowledge of steel mill products, processes and equipment as well as operations and maintenance plans.</p>

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Purchaser/Buyer: Fabricator	<p>The Purchaser/Buyer position is responsible for the supply chain activities within the company. Responsibilities typically include negotiating contracts and interfacing with a multitude of internal departments to successfully achieve the optimum terms and conditions required for the services and materials agreements to be secured. They monitor inventory levels and coordinate buying based on forecast reports. After requirements are established and quotes are sourced, orders are placed with a network of suppliers and manufacturing vendors. Once orders are placed, constant communication is maintained between the suppliers and internal departments until the orders are received. Additional duties include coordinating inbound/outbound shipments and managing the purchase order system(s).</p>	<p><u>Education:</u> college degree in business, engineering technology, or related field.</p> <p><u>Training:</u> experience with reviewing legal contract documents and negotiating mutually agreeable terms with customers. Working knowledge of construction contracts, sub-contracts and invoices required. Direct procurement experience a plus. Additional development opportunities and professional certifications are available including the CRSI Detailer Training Program or employer-specific entry level detailer training program.</p> <p><u>Skills:</u> strong computer skills with proficiency in business software. Must be a self-starter, possess strong skills in communications, math and problem-solving, and be able to function effectively independently and as a member of a cross-functional team.</p> <p><u>Fabricator-specific:</u> general knowledge of the construction industry, reinforced concrete construction practices and techniques and building materials. Working knowledge of reinforcing steel and reinforcing steel accessories (use, acceptable alternatives, etc.) is required.</p>

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<p>Procurement</p>	<p>The Procurement role finds new places to purchase material and verifies all the requests for quotes (RFQ's) are met. This information is then submitted to the Purchaser. In doing so, this keeps the Purchaser on track while negotiating the purchasing process.</p>	<p><u>Education:</u> college degree in business or accounting preferred <u>Training:</u> business course/classes in negotiations and/or contracts a plus. <u>Skills:</u> business processes, attention to detail, math and accounting</p>

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Credit Manager	This position protects the assets of the company and maximize cash flow through collection of accounts receivables. The Credit Manager is responsible for improving cash management and minimizing bad debt expenses while facilitating sales. They also negotiate terms, conditions, and financing with credit, sales, and corporate management on new customers and customers that develop slow payment habits. Additionally, they review and close accounts receivable on a monthly and quarterly basis and meet with and provide reporting to credit specialists, sales managers, and corporate management on a regular basis.	<p><u>Education:</u> college degree in accounting preferred</p> <p><u>Training:</u> business course/classes in negotiations and/or contracts a plus.</p> <p><u>Skills:</u> business processes, attention to detail, math and accounting</p>
Warehouser Coordinator	The Warehouse Coordinator role manages multiple inventory levels of various construction products, including steel reinforcing bars (rebar). This position operates in a fast-paced environment and establishes a solid customer base by meeting their supply requirements.	<p><u>Education:</u> high school/GED</p> <p><u>Training:</u> computer knowledge, business software</p> <p><u>Skills:</u> organizational, math, communications</p>
Software Developer/ Programmer	This specialized role is typically found at a software company where the position develops or programs software to perform necessary tasks specifically for reinforcing bar (rebar) steel mills and/or fabrication shops.	<p><u>Education:</u> college/trade school degree in software development, software engineering, computer science, or similar</p> <p><u>Training:</u> on the job</p> <p><u>Skills:</u> attention to detail, software codes/applications</p>