

FOREMAN-HYBRID

JOB TYPE: Full-time, Exempt

LOCATION: Marietta, GA



PACESETTER
OUR PEOPLE, YOUR ADVANTAGE

www.teampacesetter.com

WE WANT YOU!

Discover Your Place in the Pacesetter Family

At Pacesetter, we're more than a team; we're a family. Our secret to unparalleled retention? A culture that celebrates mutual respect, support, and the pursuit of excellence. With over half of our associates marking a decade with us, it's clear: once you join, you're home.

We thrive on the energy of the "best of the best" – individuals passionate about leadership, innovation, and making every day count. We're committed to excellence in every task, always seeking smarter, more effective ways to work and adapt, no matter the role.

We're looking for motivated talents ready to embrace the Pacesetter Experience. Here, hard work is met with real rewards, in an environment that feels like an extended family. Our mission transcends supplying steel; we're committed to delivering unparalleled customer experiences and enhancing our partners' success, powered by our exceptional team.

Join us at Pacesetter, where you're not just valued for the work you do, but for who you are.

PRIMARY ROLE

Responsible for the day-to-day office operations pertaining to shipping, receiving, and quality control. Coordinate the activities of service center associates in a safe and productive manner. This role will bring the front office and the production floor together, with the unique opportunity to utilize a variety of skill sets.

KEY RESPONSIBILITIES

- Prepare the daily shipping schedule, arrange for customer returns, and trace customer deliveries.
- Check drivers in and out at the shipping window and ensure all appropriate paperwork is signed and properly checked off.
- Serves as primary back up to the Service Center Office Manager and the Service Center Assistant Manager.
- Type correspondence, forms, miscellaneous purchase orders, memos, and make copies for distribution. Assist Service Center Manager and Office Manager with any clerical or administrative requirements.
- Receive stock into the computer from mill purchase orders, stock transfers, customer returns, and spot buys, check order tag requirements and sales orders for special instructions, as well as update freight requests.
- Supervise all receiving, inspecting, processing, packaging, and shipping activities.
- Maintain Confidentiality.



OTHER RESPONSIBILITIES

- Establish, organize, and maintain data storage and retrieval filing system for all categories of files relating to customers, suppliers, claims, purchase orders, correspondence, and any others as directed by the Service Center Office Manager and the Service Center Assistant Manager.
- Delegate assignments to the appropriate service center associate, as well as train service center associates, or coordinate training.
- Wear proper uniform / personal protective equipment and ensure all service center associates are in proper uniform and wearing proper personal protective equipment.
- Understand and disseminate the safety process, helping with safety meetings and ensuring the proper injury forms are completed properly and in a timely manner.
- Ensure that all material is in its proper place and well organized.
- Assist in the inspection process.
- Maintain communication with Expediting and Quality Assurance.



REQUIRED SKILLS/EDUCATION

- High School Diploma or GED or equivalent working experience.
- Effective communicator, both verbally and written.
- Minimum one (1) year of prior administrative experience. Logistics background a plus.
- Steel industry experience preferred.
- Leadership and supervisor experience preferred.
- Overhead crane and/or forklift experience preferred.
- Comfortable with computer programs utilized by Pacesetter.
- Good mathematical aptitude and ability to use basic math skills involving making calculations of amounts, sizes, weights, or other measurements.
- Knowledge and understanding of how to perform UL Coating Weight Test preferred.
- Excellent attention to detail and organizational skills.
- Strong customer service orientation with a courteous, professional, and energetic attitude.
- A highly adaptable professional, open to change with the ability to switch gears quickly and prioritize tasks.
- Ability to work in a team environment with diverse populations.
- Ability to work flexible hours and after-hours availability.
- Ability to direct one's own work with a high level of flexibility and self-motivation.

WHAT WE OFFER

A Tradition of Stability in a World of Change

As the world races towards an era defined by automation and artificial intelligence, the steel industry remains indispensable. With 46 years of excellence, Pacesetter stands at the forefront of this vital sector, marrying the time-honored craft of steel production with the latest breakthroughs in technology.

While some jobs may face obsolescence in the face of robotics and AI, careers in steel offer a unique blend of stability and forward-thinking innovation. Discover how at Pacesetter, tradition and innovation forge the strongest link.

Weekly Pay

Excellent Benefits Package

Work-Life Balance and Flexibility

BENEFITS

- 401(k)
- 401(k) matching
- Dental insurance
- Employee assistance program
- Flexible spending account
- Health insurance
- Health savings account
- Life insurance
- Paid time off
- Parental leave
- Referral program
- Tuition reimbursement
- Vision insurance

COMPENSATION

- Profit sharing
- Weekly pay

HOW TO APPLY

Submit your resume and any relevant materials to:

careers@teampacesetter.com

Pacesetter is an equal opportunity employer committed to advancement by merit in the workplace. We welcome and encourage applications from all qualified individuals, regardless of background and experience.