

Job Title: Production Data Entry Specialist

Location: Tacoma, WA

Company: Full Tilt Fabrication LLC

Department: Production / Operations

Employment Type: Full-Time

Compensation: DOE \$18-23/HR

Summary

Full Tilt Fabrication is seeking a **Production Data Entry Specialist** to support our fabrication and production operations by accurately entering, maintaining, and verifying production data. This role is critical to ensuring our shop, project management, and accounting teams have reliable, real-time information to support **safe, high-quality, and on-time fabrication**.

This position is ideal for someone who takes **ownership of their work**, values **accuracy and consistency**, and is comfortable following established processes while supporting a fast-paced production environment.

Key Responsibilities

- Accurately enter and maintain production data in company systems (ERP, **STRUMIS Software**, spreadsheets, and tracking tools)
- Input and update work orders, shop hours, production quantities, material usage, and job status information
- Review entries for accuracy and completeness before submission, correcting errors proactively
- Communicate clearly with Production, Project Management, and Accounting when discrepancies or missing information are identified
- Maintain organized digital records in compliance with company QMS and document control requirements
- Support production reporting and data reviews that help leadership make informed decisions
- Perform all work with an understanding that **accurate data directly impacts safety, quality, scheduling, and cost control**

Required Skills & Qualifications

- High school diploma or equivalent
- Familiar with Microsoft Office Products
- Demonstrates attention to detail and commitment to accurate, complete work

- Ability to follow defined procedures and standardized workflows consistently
- Basic to intermediate computer skills (Excel, data entry systems, email)
- Strong organizational skills with the ability to manage multiple priorities
- Reliable, accountable, and able to work independently while supporting a team

Preferred Qualifications

- Experience in steel fabrication, construction, or manufacturing operations
- 1+ year experience in data entry, production support, or administrative roles (manufacturing or construction environment preferred)
- Familiarity with **STRUMIS Software**, ERP systems, or production tracking tools
- Understanding of shop workflows, piece tracking, labor reporting, or production sequencing

Physical & Work Environment

- Office-based role with regular interaction with shop and production personnel
- Occasional time spent in fabrication areas
- **Safety reminder:** When entering shop areas, follow all posted safety rules and wear required PPE at all times

Why Work at Full Tilt Fabrication

- Stable and growing steel fabrication company
- Culture focused on **safety, quality, accountability, and continuous improvement**
- Opportunity to contribute to real fabrication projects and support operations from bid through completion
- **Competitive benefits package**, including:
 - Health Insurance
 - Dental Insurance
 - Vision Insurance
 - Life Insurance
 - Sick Pay
 - 401(k) Retirement Plan