101 LYON LANE
BIRMINGHAM, AL 35211
USA

Opportunity: Production Coordinator

Fluid Solutions, LLC
Location: Birmingham, AL, USA
Travel: None

Fluid Solutions, LLC, a 19-year-old company operating in more than 150 countries worldwide, is seeking a Production Coordinator to support CAD documentation, technical drawing control, parts organization, and coordination across engineering, procurement, production, and project management. This is a full-time, in-office position based in Birmingham, Alabama. The ideal candidate will be highly organized, detail-oriented, and comfortable managing technical documentation, drawing revisions, material information, and multiple project priorities in a fast-paced environment.

CAD and Engineering Design:

- Create and maintain technical drawings using AutoCAD, SolidWorks, or similar design software.
- Develop drawings from P&IDs, engineering documents, specifications, and vendor submittals.
- Prepare equipment layouts, production drawings, title blocks, templates, and standard details.
- Maintain drawing revisions, document control, and internal approval records.
- Develop and maintain an organized CAD parts and components library.
- Review engineering drawings and vendor submittals for accuracy and completeness.
- Coordinate drawing updates with engineering, procurement, production leadership, and project management.
- Ensure drawings and supporting documentation remain current, accurate, and organized throughout the project lifecycle.

Production and Project Coordination:

- Coordinate technical documentation between engineering, procurement, production leadership, and project management.
- Review project requirements and confirm that drawings, specifications, and supporting documents are complete before production begins.
- Track drawing status, revisions, approvals, material requirements, and outstanding technical items.
- Help identify opportunities to improve production efficiency, quality, consistency, and standardization through better planning and documentation.
- Assist with resolving drawing, documentation, material, and specification discrepancies.
- Support the development and maintenance of internal standards, templates, procedures, and technical records.
- Help ensure completed project documentation aligns with approved drawings, specifications, and internal quality standards.

Inventory and Parts Management:

- Help organize and maintain production parts, materials, and inventory documentation.
- Connect production components and part numbers to the CAD parts library.
- Coordinate with procurement and production leadership to standardize commonly used components.
- Assist with maintaining appropriate inventory levels based on current and upcoming production needs.
- Verify that selected parts and materials align with approved project drawings and specifications.
- Maintain accurate records for parts, components, substitutions, and approved materials.
- Assist with identifying duplicate, obsolete, or inconsistent part numbers and component records.

Cross-Functional Support:

- Serve as a central point of coordination for technical drawings, project documentation, parts information, and production requirements.
- Communicate with vendors to obtain drawings, specifications, submittals, and product information.

- Work with project managers and internal departments to address technical questions and documentation needs.
- Track open items and follow up with the appropriate teams to keep projects moving.
- Assist with document preparation, technical submittals, closeout records, and other project-related administrative needs.

What you'll need:

- Bachelor's degree in Mechanical Engineering, Electrical Engineering, Manufacturing Engineering, Industrial Engineering, Engineering Technology, or a related field preferred.
- Experience with AutoCAD, SolidWorks, or similar CAD software.
- Familiarity with P&IDs, technical drawings, electrical schematics, and engineering documentation.
- Understanding of mechanical, electrical, manufacturing, or production systems.
- Experience reviewing vendor submittals, specifications, bills of materials, or technical documentation preferred.
- Strong organizational, analytical, and problem-solving skills.
- High attention to detail and accuracy.
- Ability to manage multiple priorities and coordinate across departments.
- Strong written and verbal communication skills.
- Ability to work full-time from the Birmingham office.

What's in it for you?

- Health and Dental Insurance: Fluid Solutions currently pays 100% of the employee-only premium. Coverage for a spouse and/or dependents is currently available for a total employee contribution of $100 per week. Benefit plans, coverage options, employer contributions, and employee premium costs are subject to change.
- 401(k) Retirement Plan: Employees are currently eligible to participate after one year of employment. Fluid Solutions currently matches 100% of employee contributions up to 3% of income and 50% of the next 2%. Plan eligibility, terms, and employer contributions are subject to change in accordance with the applicable plan documents.
- Paid time off.
- Company-provided equipment and tools necessary for the position.

Note: Compensation and benefits may vary based on experience, qualifications, and Company policy. This information provides a general overview.

How to Apply:

Please submit your resume to: careers@fluidsllc.com