

Job Identification

Job Title: Administrative Assistant
Division: Bailey Metal Products Limited – The Grid Company
Department: Operations
Reports to: Plant Administrator

Job Purpose Summary

The Administrative Assistant is directly responsible for performing production administration, and related Operations duties for Toronto locations. The incumbent is directed by the Plant Administrator for all duties and responsibilities.

Responsibilities and Accountabilities

The responsibilities and accountabilities of the position include but are not limited to the following:

Production Data Administration

- Enter production, inventory and shipping data into JDEdwards software
- Review production sheets for accuracy
- Submit transfer orders to move inventory from The Grid Company to CertainTeed
- Assist Production Manager with miscellaneous data entry, WRS reporting
- Enter cycle counts in JDE and produce variance reports

Miscellaneous

- Assist with special projects as needed
- Generate the monthly labour hours report
- Reconcile waste management account information
- Produce special reports to other departments as needed
- Responsible for handling incoming calls routed to the operator, sorting mail and faxes
- Keep Company equipment in good working order
- Provide a full administrative support role to the office, making sure all tasks are performed professionally
- Manage and maintain office supply requirements
- Greet visitors upon arrival
- Maintain a high standard of professional knowledge, ethics and practices when dealing with customers, suppliers, peers, subordinates, supervisors and other key stakeholders of the company.
- Conduct oneself in a professional manner that reflects integrity and respect towards customers, suppliers, peers, subordinates, supervisors and other key stakeholders of the company.

Health and Safety

- Understand, support and adhere to the company's health and safety policies, programs and procedures by communicating and promoting health and safety awareness to coworkers and subordinates.

Other

- Participate in the company's quarterly inventory count.
- Provide support to other department as determined by Plant Manager
- Maintain a high standard of professional knowledge, ethics and practices when dealing with customers, suppliers, peers, subordinates, supervisors and other key stakeholders of the company.
- Conduct oneself in a professional manner that reflects integrity and respect towards customers, suppliers, peers, subordinates, supervisors and other key stakeholders of the company.
- Other responsibilities and accountabilities as assigned by the Plant Manager

Qualifications

- High School Diploma or equivalent
- One to three years of experience in manufacturing/production preferred, not required
- Effective communication skills
- Intermediate computer skills in Microsoft Office
- Strong organizational and time-management skills
- Ability to handle multiple requests (internal and external) and prioritize in a timely manner
- Must be able to adapt to changing and varying work requirements

Working Conditions

- Overtime as required.