

**Job Identification**

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**Job Title:** Plant Administrator  
**Division:** Bailey West Limited – Surrey, BC.  
**Department:** Operations  
**Reports to:** Plant Manager

**Job Purpose Summary**

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The Plant Administrator is directly responsible for performing production administration, plant purchasing and related Operations duties for Surrey locations. The incumbent is directed by the Plant Manager for all duties and responsibilities.

**Responsibilities and Accountabilities**

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

**Operations and Production**

- AMS Production data upload
- Organize, perform extensions and totals all production reports for Surrey location ensuring accuracy and completeness
- Daily production summary reports for all areas, shifts and product types.
- Preparation of monthly summary and annual comparative production reports
- Entry of NON-AMS production into monthly production spreadsheet
- Organize and complete data entry for reporting and reconciliation of the company scrap metal program
- Reconcile waste management account information

**Plant Purchasing/Procurement**

- Procure non-inventory/consumable supplies for plant and warehouse usage
- Create purchase orders in ERP system

**Human Resources**

- Maintain vacation calendar for all Plant, Warehouse & Maintenance employees.
- Liaison between Plant hourly personnel and Human Resources/Payroll
- Verify, record and maintain employee time and attendance data using the time and attendance system for Surrey plant operations.
- Coordinate the onboarding and initiation process.
- Maintain training files and employee records

**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**

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- 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**

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- Overtime as required.