

**Job Identification**

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**Job Title:** Plant Administrator  
**Division:** Bailey Metal Products Limited – Calgary  
**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 Calgary 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:

**Production and Shipping**

- Record production of finished goods into ERP system and production database (confirmations)
- Daily production summary reports for all areas, shifts and product types.
- Preparation of monthly summary and annual comparative production reports
- Organize and complete data entry for reporting and reconciliation of the company scrap metal program
- Review daily production reports; reconcile data in SAP and Eclipse, correcting any variances.
- Work with Inventory & Production Planner to create, amend and/or close production orders based on daily production reports.
- Communicate with CSR's, production, and shipping to ensure required material is being completed.
- Set up shipping schedule for material.
- Post Goods into SAP
- Receive Goods in SAP
- Assist material coordinator with inventory control and cycle counts
- Communicate with customers, what is being shipped, when shipments are leaving, BO's, etc
- Maintain shipping records and pictures of loads

**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.

**Inventory**

- Assist Production & Inventory Planner in coordination of quarterly inventory count.
- Respond to inquiries and resolve inventory issues as required.

**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
- SAP experience a definite asset
- One to three years of experience in manufacturing/production preferred, not required
- Highly developed and 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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- Plant and office environment.
  - Overtime as required.
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