

Job Title: Administrative Assistant
Department: OPS
Reports To: Operations Manager

Shift: 1
Location: Brampton
FLSA Status:

Position Purpose

- This position will provide administration support for all aspects of operations at the Brampton facility.

Essential Duties & Responsibilities

- Greet internal & external customers in the front office, direct them to the appropriate internal contact.
- Confirm sub-contractors have contractor acknowledgement paperwork completed.
- Answer all incoming calls ♦ 30 + a day
- Responsible for ordering and arranging delivery or picking up supplies required in the office/plant.
- Customer service/Brampton customers/non-fenestration.
- Administration of the safety catch program by ensuring all forms are completed and monthly goal is met.
- Generate reports for daily Tier Board meetings.
- Update and maintain all binders for credit cards, contractors, mileage etc.
- Generating and posting employee attendance list for both shifts.
- Monitoring IN/OUT attendance board for office staff.
- Review all incoming mail and direct to appropriate contacts within the organization (scanning invoices and forwarding to accounting in Owatonna, forwarding government documents, customs documents.)
- Work directly with Owatonna accounting to verify receipt of product or service before payment.
- Backup for all supervisors on PTO in terms of running daily reports and reporting on production.
- Ensure all MSDS information is up to date with current legislation.
- Administration of the Joint health & safety committee inclusive of meeting minutes.
- Prepare and control documents required for waste management (Required by Ontario government)
- Prepare and submit Canadian government queries.
- Mailing out NAFTA documentation at year end.
- Managing and tracking files (LOTO, supplies purchased, etc.)
- other duties as assigned.

Knowledge / Skills / Abilities

- Accounting experience
- Strong knowledge of MS Office (word, excel, outlook)
- Excellent accuracy and attention to detail
- Excellent problem-solving abilities
- Flexible, willingness to adapt and learn
- Great time management and multi-tasking skills
- Customer Service
- Able to work independently
- Detail oriented, organized and able to meet tight deadlines
- Ability to define problems, collect data, establish facts and draw valid conclusions.
- Ability to communicate with customers & supplier in both written and oral form.
- Problem solving and decision-making ability.
- Ability to work well with people across a cross functional organization; interacts regularly with upper management,

department managers and supervisors, and production employees

- French speaking preferred not required

Qualifications / Prior Experience

- Minimum of 2-3 years ♦ experience in General Accounting.
- Excellent interpersonal, oral and written communication skills.
- Ability to work well under tight deadlines and ability to multi-task on multiple activities/projects at any given time.
- Must have a valid drivers license and vehicle

Work Environment / Other Requirements

- Must be able to use office equipment (scanner, printer, copier, telephone, and computer)
- Must be able to talk/hear/sit for prolonged periods of time