

Job Title	Manufacturing/Safety Administrative Assistant
Reports to	Manufacturing Manager
General Job Description	<p>Responsible for the administrative support for manufacturing and safety functions. Main job responsibilities include:</p> <ul style="list-style-type: none"> <li>• Organize and maintain files related to maintenance and safety information including maintenance of training records, wastewater discharge records, air quality permit records, etc.</li> <li>• Review and monitor yearly contracts that are generated to maintain the physical plant.</li> <li>• Assist with developing plans and reports that are required by regulating agencies such as PPO, Air Quality Permit, Emergency Action Plan &amp; Safety Plan.</li> <li>• Monitor various activities to ensure that policies and procedures are in compliance with established regulations.</li> <li>• Provide research assistance for special projects related to manufacturing and the facility.</li> <li>• Assist with entering and maintaining a database used for tracking maintenance activity.</li> <li>• Complete purchase requisitions as required to maintain materials, supplies, tools, and services.</li> </ul>
Education Requirements	High school diploma with five years of administrative experience.
Helpful Skills, Knowledge, Experience	<ul style="list-style-type: none"> <li>• Strong organizational skills.</li> <li>• Good communication and interpersonal skills.</li> <li>• Proficient with Microsoft Office including Word, Excel, PowerPoint, Access &amp; Outlook along with the ability to create documents and spreadsheets.</li> </ul>