



INTERNAL JOB POSTING

POSTING DATE: 31 AUGUST 2017

TITLE: COLUMBIA & GRESHAM PLANT ADMINISTRATOR

LOCATION: GRESHAM

REPORTS TO: PLANT MANAGER

CLOSING DATE: UNTIL FILLED

POSITION SUMMARY

Performs a variety of activities in support of both the Columbia and Gresham Plants, predominately in the areas of: approving temp labor hours and employee timecards in ADP, raw material reconciliations, compiling vendor/ supplier correspondence, and requisition competition. Will be responsible for daily production entries and assist with inventory tracking, to include tagging inventory in the yard. In addition, the position maintains daily plant statistics, creates and processes purchase orders, supports office organization, responds to incoming calls and inquiries as needed, and handles additional various administrative duties. This ideal candidate will have a positive upbeat personality, who focuses on opportunities rather than obstacles. They will exercise good judgement and has an aptitude for multi-tasking in a fast-paced environment.

JOB REQUIREMENTS

- Excellent written and verbal communication skills, with outstanding customer service abilities
 - Proficiencies in Microsoft Excel, Word, and Access, as well as proven math skills
 - Familiar with UPS, or similar, shipping systems
 - Effectively handle multiple priorities with minimum supervision
 - Must be detail oriented
-

EXPERIENCE AND EDUCATION

The qualified candidate must have a minimum of two years previous office administration experience, preferably from a similar manufacturing environment. Experience with ADP time approval functions and Oracle is a plus. High school diploma/GED is required, with secondary/college courses preferred.

APPLICATION PROCESS

All qualified candidates may forward a letter of interest, resume or application to the hiring manager, Chuck Anderson, or Human Resources for consideration. Contact Erin Seeley in the Human Resources department at (425) 452-2347 with questions or for further application instructions.