

# JOB DESCRIPTION

Released Date: 7/27/2021

Revised Date: 01/11/2023 Functional Area:

Procurement & Production



**POSITION:** Administrator Assistant, Operation  
**REPORTS TO:** Procurement Manager/ dotted line to Production Manager

## **General Description:**

Under the direction of the Procurement Manager, perform clerical administrative functions related to the day-to-day procurement and production work load and process, including but not limited to, maintenance of Epicor data entry for procurement / production related process time sensitive time-line planning with a focus on supporting procurement / production tasks providing accurate time scheduling and inclusive of process improvement. Interface with other departments as needs to ensure processing timely updating and reporting task on to the production board. As required, provide assistance in distributing and updating weekly/monthly Epicor reports such as Job Travelers, Epic-Check Reports and related project timeline reports.

## **Essential Responsibilities:**

- Perform clerical tasks, such as data entry into Epicor covering procurement and production task such as purchase orders / related time scheduling, job costing of jobs (Job Travelers distribution).
- Maintaining Smartsheet as directed by the direct Manager and with dotted line to production Manager including Project Management Team to support and assist in distributing and maintaining production schedule.
- Support the Management on day-to-day administrative functions as assigned in order to improve the performance, efficiency and profitability of departmental and organizational / operational processes.
  - Support the scheduling production calendar & time and expense entry as required in Epicor or other hard copy or digital means.
- Help track, monitor, and keep up-to-date assigned reports from Epicor and Smartsheet and monitor production area listing of company assets used in Production, including tools and computer-related hardware and software.
- Support Management on special projects as required, like 6S.
- Support Manager(s) in maintaining, creating and updating Work Instructions and Policies and Procedures.
- Support in an administrative functions other peer managers as signed by management.

## **Training Objectives:**

- Within 90 days, have solid understand of company production area processes for support.
- Help write, develop and document processes and procedures for production.
- Within 90 days have a good understanding of company's products and services.
- Demonstrate administrative capabilities with maintaining scheduling and management of day-to-day/weekly tasks.

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## **Measures of Effectiveness:**

- Able to efficiently and effectively use office tools such as Word, Adobe, Smartsheets, Google and Epicor.
- Communicate effectively, using verbal and written skills, with all company personnel.
- Take responsibility and ownership of work and output.
- Positive feedback from internal and external customers, including, with regard to timely call returns and emails.
- Manage time well, including prompt arrival for work, taking appropriate breaks and lunch periods.

## **Minimum Requirements:**

- Excellent computer and/or MIS technology knowledge.
- High School or GED required. Associates in manufacturing operations or processes a plus.
- 1 – 3 year's work experience in a manufacturing environment desired.
- Excellent verbal and written communication and presentation skills.
- Able to effectively use hand tools.