



JOB TITLE: Administrative Assistant
LOCATION: Delta, BC – Branch 11
REPORTING TO: Manufacturing Operations Manager
APPLY TO: humanresources@plastifab.com
DATE POSTED: March 18, 2024 **OPEN:** Until Filled

PRINCIPLE RESPONSIBILITY

To provide quality and expertise in the areas of administrative support for the day-to-day office functions as well as outstanding service to all customers.

FUNCTIONAL RESPONSIBILITIES:

1. Reception and switchboard duties
2. Administrative functions
3. Process daily inventory closing pre-check; investigate and resolve deficiencies; print invoices.
4. Co-ordinate daily product shipments
5. Co-ordinate invoicing and orders for special customers
6. Processing accounts payable and accounts receivable
7. Maintain branch personnel records.
8. Record on payroll summary; confirm absences as required.
9. Purchase office supplies; maintain PO log.
10. Enter synapse data within defined timelines
10. Maintain integrity of synapse files
11. Meet all safety requirements and regulations
12. Wear required personal protective equipment (PPE) where advised
13. Ensure a clean work environment
14. Develop a flexible approach to a team environment
15. Follow company policies and procedures

SKILLS & KNOWLEDGE REQUIRED:

Word Processing Skills	Product knowledge
Data Entry	Communication
Telephone Skills	Computer knowledge (MS Office)
Decision making	Organizational Skills
Problem solving	Purchasing experience.
Basic Accounting (AR / AP)	

PREREQUISITES:

- Grade 12 Education
- 2-5 years office experience, preferably within manufacturing
- Diploma in Office/ Business Administration preferred
- Excellent interpersonal & communications skills
- Achievement oriented
- Energetic, organized and able to multi-task
- Diplomatic and tactful
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Plasti-Fab Ltd. believes that "safety is everyone's responsibility." Every employee is considered to be responsible, not just for their safety, but for the safety and health of all employees, visitors and contractors to a Plasti-Fab Ltd. site.