

<b>Job title</b>	<i>Administrative Assistant</i>
<b>Reports to</b>	<i>VP of Operations</i>

### **Job purpose**

*Administrative Assistant will assist management by handling office and clerical tasks. Duties include providing support to our office and floor managers/supervisors by assisting in daily office needs and completing general administrative activities.*

### **Duties and responsibilities**

- Follow all Health & Safety rules and protocols
- Maintain IFM's standards of health, safety, hygiene and security in accordance with policies and procedures
- Follow IFM's Code of Conduct
- Complete office tasks such as filing, proofreading, copying, scanning and generating reports
- Setup for meetings and Toolbox Talks
- Take and transcribe minutes from meetings
- Assist in report preparation and project completion as requested
- Develop and maintain a filing system
- Answer the phone and greet visitors as required
- Complete data entry tasks/projects
- Develop and update administrative systems to make them more efficient
- Generate labels and tags for Production Floor
- Audit and organize Spec Sheets for filing
- Create labels for Production and Maintenance departments as required
- Provide support for Social Committee activities
- Setup and cleanup for Employee lunches
- Complete weekly GUI station checks
- Complete monthly first aid kit checks
- Adopt and apply 6S lean principles and methods to work areas and processes

### **Qualifications**

- Post-secondary school student
- Proficiency in Microsoft Office Suite (Excel, Power Point, Word)
- Excellent communication skills – written and verbal
- Organizational and time management skills
- Multiple task prioritization skills

### **Physical requirements**

- Prolonged sitting

<b>Job title</b>	<i>Administrative Assistant</i>
------------------	---------------------------------

The following is meant to provide more detailed instructions for daily duties.

### **Overall Goals:**

- Organize and prioritize tasks appropriately
- Seek out opportunities to improve office task efficiencies
- Attention to detail
- Effective communication – listening, tone & emotional awareness

### **Daily Procedures and Protocols:**

1. Create and print Production labels and tags
2. Answer the phone and greet visitors when Front Reception is absent
3. Organize completed Work Order Routers
  - Audit Spec Sheets to identify marked edits & provide to Customer Service Rep to complete edits
  - File completed Work Order Routers in appropriate binders
4. Provide administrative support for all managers. Types of projects or topics of involvement include, but are not limited to:
  - Training resources
  - Standard Operating Procedures
  - Environmental Sustainability initiatives
  - Health & Safety projects
  - Maintenance projects

*Duties include:* preparing Word or Excel documents/reports or Power Point presentations, data entry, creating and posting signs & labels, scanning, filing

### **Weekly Procedures and Protocols:**

1. GUI station checks:  
To be completed on Fridays after 3 pm (when production staff leave)
  - Complete re-stocking of the following items
    - Pens & pencils (in office supplies closet)
      - Pens labeled as “mezzanine” are for the cutting department only
    - Scrap Paper
    - Aerosol air
    - Forms (see Appendix)
  - Clean GUI computer screens with LCD screen cleaner and special cloth and use aerosol air to remove dust from keyboards
  - Update Windows on GUI computers. Then “Pause Updates” in Settings (to prevent updates from running while production staff are using the computers)
  - Reset barcode scanners – unplug and plug back in

### **GUI Locations:**

- GUI #1 - Sewing room (main)
- GUI #2 – Tuber 2
- GUI #3 – Sewing room (bottom of lunchroom stairs)
- GUI #4 – Cutting area (mezzanine)
- GUI #5 – Cutting area (main floor – GUI & desk)
- GUI #6 – QC desk (main)
- GUI #7 – QC desk (weld row)

### **Workstations only** (only re-stock required items)

- Slitting area
- Warehouse Manager
- Maintenance (back of Warehouse)

2. Maintain office supplies storage areas in a neat and organized state and notify Controller if supplies are depleted or required
3. Provide administrative support for production

### **Monthly Procedures and Protocols:**

1. Complete First Aid Kit checks:
  - Restock
  - Submit purchase requisitions

### **As Required:**

1. Vessel Inspections:
  - Assign serial numbers and generate serial number document
  - Order name plates, pick up and provide to Warehouse Manager
  - Print off vessel instructions and prepare for shipping
  - Print off individual labels for each vessel
  - Scan completed inspection forms and save on server
2. Fill in for janitorial staff as required
  - Start/empty dishwasher
  - Empty organics recycling
3. Administrative errands
4. Set-up and clean up for Employee lunches

## APPENDIX

### Weekly (or as required) Forms Restocking

#### **Forms > Production Forms**

Print one copy then use photocopier in the QC file room to make multiple copies

Form ID	Location
PF003: End Weld Repair Form (yellow paper)	Tuber 1
PF012: Sample Material Record (white paper)	Cutting – main & mezzanine
PF013: MR1 Mesh Roll Inventory (white paper)	Cutting racking - main
PF015: Precut Inventory Sheet – TPE & TPO (TPE – green paper, TPE – yellow paper)	PG racking vinyl sleeve
PF015: Precut Inventory Sheet – NMO & PEM SZ 1 & 2 (NMO – blue paper, PEM – green paper)	PG4 racking vinyl sleeve
PF032: Mesh Precut WO # (bright blue paper)	PG4 racking vinyl sleeve
PF042: Inventory Adjustment (white paper)	Cutting – main & mezzanine QC desk – Mesh Precuts & SZ4 Tubes Cycle Count binder
PF016: Bin ID form (white paper)	Tuber 1 Tuber 2 QC stations – sewing & welding Cutting Mezzanine Turning Workcentre
PF017: Daily Flange Number Record	Maintenance Tool Room
PF102: Box Count Sheets (2 tabs/versions)	QC stations – sewing & welding
PF112: Mesh Slit Media Labels (coloured paper)	Slitter
PF113: Warehouse Media Roll Labels (coloured paper)	Warehouse mobile cart

#### **Notes:**

- PF112 & PF113 are printed on coloured paper as per our *Felt Media Colour Codes* (listed in “Media Colours” tab in each file)

#### **Forms > Maintenance>Maintenance Forms**

Form ID	Location
MFO08: Maintenance Work Order Form x 50 (white paper)	Sewing Tool Room

### Label Restocking/Ordering– As Requested/Required

#### **Warehouse**

**Roll Media Labels:** Avery.ca “Mesh Roll Media Labels-5159”. Prints 7 full labels per page. Trim 0.25” off top and bottom of page. Cut labels at 1.5” x 8.5 .

Fold in half so labels have the same info printed on both sides. Laminate, cut, hole punch and insert a piece of string.

### **Maintenance:**

**Preventative Maintenance black book labels:** Avery.ca “Black Book Labels-10sheet-5163

**Tool Room Part Bin labels:** Avery.ca “Tool Room Parts-30sheet-5160 (use premium laser labels 2 5/8 x 1” white glossy)

### **Production:**

**WHMIS workplace labels** – print on Avery 5163 sticker labels (10 per page) as requested, can be printed in black and white

**PFO25: HE Bag Instruction Insert\_French & English** – order from Midland Copy Shoppe (500 pages – 3 pc/page)

**PFO48:** Bag Instruction Insert\_French & English – order from Midland Copy shoppe (3000 pages – 4 pcs/page)