

Job Title: Plant Administrator

Location: Kenilworth

Reports to: Operations & Maintenance Manager

Summary: Plant Administrator is accountable for the administrative activities of the stations as per direction of the O&M Manager, in accordance with all regulatory bodies and within generally accepted accounting principles; engaging in minor maintenance activities, development of maintenance and operational procedures, training manuals, conducting safety and environmental inspections, leading and mentoring other disciplines in administrative functions, and other related duties.

Job Description: With safety as a priority, the Plant Administrator is expected to perform the following tasks:

- Purchase and schedule delivery of plan supplies and inventory parts; assist colleagues to resolve procurement problems; monitor tasks; coaches and provides feedback of task performance; makes recommendations of improvements to the work; assists the manager in investing and resolving problems; reports incidents, accidents or safety concerns; makes recommendations to the manager procurement and budgetary issues;
- Provide reception, administrative support and assistance to the entire including, including other plants, where required;
- Ensure the delivery of optional results against appropriate performance metrics such as budget targets, station unit availability, reliability and capacity;
- Prepare and maintain documents, correspondence and presentation materials, including confidential records and information;
- Manage inventory of spare parts and consumables, with a focus on critical spare parts;
- Provide mentoring to fellow employees to achieve employee development goals and objectives and participates in plant committees or teams as requested, such as Health, Safety & Environmental, Process Improvements, Environmental Management System Designate, Emergency Response Planning Designate, etc);
- Assist with information and data management (e.g. records management, updating databases, etc), including preparing detailed plant financial reports and assisting with annual budget preparation;
- Assist other plant staff in the performance of their duties, as required;
- Responds to inquiries from both internal and external clients, with a focus on service excellence;

- Demonstrates a high level of performance and behavioral skills, including the ability to multi-task, and make independent decisions, strong verbal and written communication skills, strong organizational skills, with the ability to manage in a dynamic high work volume environment with shifting priorities, demonstration a strong focus on safety, an interest in continuous improvement, strong team work skills, with an ability to establish effective working relationships with a variety of people and a commitment to service and excellence;
- Makes travel arrangements, scheduling and booking meeting/conference calls;
- Prepares and executes of financial and purchasing processes, such as purchase requisitions and orders, shipping/receiving materials, A/P processing, processing expense reports, purchasing card reconciliations;
- Assists with time and labor data entry and resolution of issues as required;

Requirements:

Knowledge

- High School Diploma required.
- Related certificate program from an approved post secondary institution required;
- 5+ years of diversified and related office experience in an industrial/warehouse setting required;

Technical Skills

- Training and experience in shipping, receiving, material handling and warehousing of parts and consumables including the operation of a forklift;
- Familiarity with operational budget financial statements and support documents, such as GL inquiries, purchase orders, requisitions, invoices;
- Demonstrated working knowledge of the Microsoft Suite of products, including Word, PowerPoint, Access and Excel;
- Demonstrates a high level of attention to detail and accuracy in work;
- Excellent communication and organizational skills, and customer responsiveness;

Work Process Skills

- While engaged in company business, employees are expected to conduct themselves in a courteous businesslike manner, showing respect and consideration for fellow employees and other site personnel;
- It is expected that employees cooperate with fellow employees and other site personnel to provide a productive and safe work environment;



- Cooperate with your co-workers in a manner that is positive and constructive; accept that there are different opinions and ideas; discuss issues in a professional manner looking for solutions that can be resolved at your level;
- To communicate work related issues along with recommended solutions to your coworkers and/or supervisor in a timely and professional manner;
- Communicate your intentions to your peers/supervisor in a manner that is positive and constructive;
- Be accepting of changes to your day to day routing as the business needs dictate;
- To be appropriately dressed and ready for work prior to the start of a working shift through to the end of the shift;
- Comply with all Atlantic Power policies and procedures.