



# Republic Plastics

**Position Title:** Administrative Assistant  
**Department:** Administration  
**Reports to:** Administrative Supervisor  
**FLSA Status:** Hourly, non-exempt  
**Revision Date:** 05/28/21

## **Position Summary:**

The Administrative Assistant is responsible for assisting the Administrative Supervisor in the day-to-day plant administrative and office operations, procedures and resources.

## **Responsibilities:**

To perform this job successfully, this individual must be able to perform each job duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The Administrative Assistant's essential job duties include, but are not limited to, the following:

- Performs various clerical administrative duties related to General Office Activities, Accounting, Human Resources, and Customer Service.
- Answer multi-line phone promptly in a professional manner and transfer to appropriate Associate member. Take messages when necessary and forward to the recipient immediately.
- Meet and greet associates, clients and visitors promptly and professionally.
- Perform general clerical duties to include but not limited to: photocopying, faxing, mailing, and filing.
- Interpret and communicate operating policies.
- Operate personal computer to access e-mail, electronic calendars and other basic office support software.
- Use various software applications, such as spreadsheets, to assemble, manipulate, and/or format data and/or reports.
- Locate and compile information and format reports, graphs, tables, records and other sources of information.
- Ability to maintain and keep confidential information.
- Observes, follows and models all applicable safety policies and procedures at all times.
- Assists the Administrative Supervisor in all office operations and procedures such as bookkeeping, preparation of payrolls, personnel, information management, filing systems, requisition of supplies, and other clerical services.
- Copies data and compiles records and reports. Tabulates and posts data in record books.
- Works with other personnel to ensure resolution resolve receiving issues.
- Assists in the reconciliation of report discrepancies and problems.
- Codes data for input to financial data processing system according to company procedures.
- Reviews computer printouts against manually kept ledgers and makes corrections.
- Assists in the collection and preparation of operating reports such as time and attendance records, terminations, new hires, transfers, budget expenditures, and statistical records of performance data.
- Works with other team members to complete tasks and achieve department goals.
- Follows instructions and directions provided by the plant Administrative Supervisor and/or other members of plant or corporate management.



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- Follow, comply with and model all company rules, policies and directives, including the Associate Handbook.
- Attends work as scheduled, including 40 or more hours per week and weekends and evenings as required. Must also be able and willing to respond to issues during non-standard hours of operation.

This list of job duties is not all-encompassing. The Administrative Assistant will be expected to perform all other duties that will be assigned as necessary.

## **Required Physical and Mental Abilities**

The physical and mental abilities described here are representative of those that must be met by an associate to successfully perform the essential functions of the Administrative Assistant position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- *General Physical Requirements* – The ability to stand, walk, hear, and smell. The ability to use hands to finger, handle, or feel and reach with hands and arms. The associate is occasionally required to sit, climb or balance; and stoop, kneel, crouch or crawl.
- *Lifting* – The ability to occasionally lift and or move up to 10 pounds, frequently lift and or move up to 25 pounds, and occasionally lift and or move up to 50 pounds.
- *Vision and Hearing* – Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. In addition, good hearing is required.
- *Manual Dexterity* – The ability to quickly move your hand, your hand together with your arm or your two hands to grasp, manipulate, or assemble objects.
- *Multi-limb Coordination* – The ability to coordinate two or more limbs (for example, two arms, two legs, or one arm and one leg) while sitting, standing, or lying down. It does not involve performing the activities while the whole body is in motion.
- *Active Listening* - Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- *Trunk Strength* - The ability to use your abdominal and lower back muscles to support part of the body repeatedly or continuously over time without 'giving out' or fatiguing.
- *Near Vision* - The ability to see details at close range (within a few feet of the observer).
- *Speech Recognition* - The ability to identify and understand the speech of another person.
- *Speech Clarity* - The ability to speak clearly so others can understand you.
- *Selective Attention* – The ability to concentrate on a task over a period of time without being distracted.
- *Problem Sensitivity* – The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem only recognizing that there is a problem.
- *Language Skills* – Must be able to read and comprehend simple instructions, short correspondence, and memos in English as required for work and business related purposes. Must also be able to write and communicate in English in simple



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correspondence and to effectively present information in one-on-one and small group situations to other associates as required for work-related tasks. Must also be able to understand and converse in English during emergencies and circumstances or situations where associates must be able to communicate to ensure the safety of themselves, other associates, and/or company property.

- *Coordination* - Adjusting actions in relation to others' actions.
- *Speaking* - Talking to others to convey information effectively.
- *Learning Strategies* - Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
- *Monitoring* - Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- *Reading Comprehension* - Understanding written sentences and paragraphs in work related documents.
- *Social Perceptiveness* - Being aware of others' reactions and understanding why they react as they do.
- *Monitoring* - Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- *Time Management* - Managing one's own time and the time of others. Must have the ability to manage multiple, competing priorities and projects.
- *Management of Personnel Resources* - Motivating, developing, communicating and directing Associates as they work, identifying the best Associate for the job.
- *Instructing* - Teaching others how to do something.
- *Positive Attitude* - A mental attitude that interprets situations and events as being best or optimized.

## **Supervisory Responsibilities**

None. Works in a team environment led and directed by the Administrative Supervisor, Operations Manager and/or other members of plant and corporate management.

## **Required Education, Experience, and other Qualifications:**

High School Diploma (or GED or High School Equivalence Certificate). Equivalent experience may be substituted for educational requirement where associate demonstrates the necessary skills and capability.

- Basic English reading comprehension, English writing, and arithmetic skills required.
- Knowledge of Microsoft Office and telephone protocol. Duties require professional verbal and written communication skills and the ability to type 50 wpm.
- One to three years of clerical experience.

**Computer Skills:** Must possess intermediate level computer knowledge, including, but not limited to, the ability to generate and edit word processing documents and spreadsheet reports.

**Language Skills:** The ability to draft, read and comprehend high level correspondence in English as well as communicate orally and in writing in English at a collegiate level. The ability to effectively present information in one on one and group situations to customers, vendors and Associates of The Company.



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**Mathematical Skills:** The ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**Reasoning Ability:** Ability to define problems, collect data, establish facts, and draw valid conclusions. The Associate must have the ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**Work Environment:** The work environment characteristics described here are representative of those an Associate encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the Associate is regularly exposed to long periods of sitting and working in front of a computer in an office setting. Frequently the Associate will be exposed when out on the production floor to moving mechanical parts, high, precarious places; fumes or airborne particles; risk of electrical shock; and vibration. The noise level in the regular work environment is usually low to moderate. The Associate may also be exposed while on the production floor to high-pressure operating systems, including water, air, molten plastics and butane. The Associate will be exposed to temperatures and atmospheric conditions typical of a non-climate controlled manufacturing facility environment, including excessively warm or cold temperatures.

**Comments:** This is not an all-encompassing list, and other duties will be assigned as required. This position is a key position in the self-directed - teamwork driven production environment of Republic Plastics. An individual in the Administrative Assistant position will have to be dedicated, responsible, highly motivated, safety and quality conscious.

## **Company Core Values:**

Within our manufacturing organization and in adherence to our corporate values, we will treat each other and anyone who enters our facility with the utmost respect and dignity. All Associates are expected to endeavor to excel at, and hold each other to the following values in everything we do.

**Safety** – a commitment from each of us to follow rules and guidelines to ensure freedom from the occurrence or risk of injury, danger, or loss.

**Teamwork** - each of us doing our part to support the overall goal, which is to increase the profitability of the company and its associates.

**Accountability** - the willingness to accept responsibility for one's actions.

**Positive Attitude** - a state of mind in relationship to our work environment and accomplishing our goals.

**Quality/Excellence** - the nature by which each of our products, service and interaction can be identified as good or worthy.

**Integrity/Honesty** - adhering to a high set of ethical standards, the unimpaired state of continual improvement personally and professionally.

**Commitment** - pledging oneself to the cause or goal

**Job Description Acknowledgment**

I have received and/or been given access to the Administrative Assistant job description. I have read the job description (or had it read to me) and I understand all my job duties and responsibilities. I am able to perform the essential functions as outlined in the job description with or without reasonable accommodation. I understand that the job duties and responsibilities outlined in the job description are not all encompassing and that I will be expected to perform all other duties that may be assigned as necessary. I have discussed any questions I may have had about the job description prior to signing this form.

Print Associate name: \_\_\_\_\_

\_\_\_\_\_  
Associate Signature

\_\_\_\_\_  
Date