



Republic Plastics

Position Title: Administrative Supervisor
Department: Operations
Reports to: Operations Manager
FLSA Status: Salaried
Revision Date: 1/30/15

Position Summary:

The Administrative Supervisor is responsible for supervising the support of their respective plant's business through the organization and co-ordination of plant administrative and office operations, procedures and resources. The Administrative Supervisor provides administrative support to allow the company to safely and efficiently produce the highest quality products at the lowest achievable price by analyzing and coordinating office services related to areas such as personnel, budget preparation and control, fiscal affairs, equipment utilization, records control, and special management studies. They are required to implement and comply with all human resource, safety, quality and housekeeping policies and procedures. The person in this position is also responsible for supporting the production staff in meeting and exceeding the Company's financial goals and production objectives, and continuously improving the Company's people and processes.

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 Supervisor's essential job duties include, but are not limited to, the following:

- Performs various administrative duties such as General Office Activities, Accounting, Human Resources, and Customer Service.
- Assists in the development of all safety policies and procedures. Observes, follows and models such policies and procedures at all times.
- Ensures that established policies, rules and regulations, and procedures are implemented and followed. Seeks to maintain consistency with other shifts and other RP facilities.
- Analyzes and organizes office operations and procedures such as bookkeeping, preparation of payrolls, personnel, information management, filing systems, requisition of supplies, and other clerical services.
- Works with corporate finance personnel to complete month-end and year-end closing processes as efficiently as possible.
- Maximizes office productivity through proficient use of appropriate software applications.
- Researches and develops resources that create timely and efficient workflow.
- Maintains uniform correspondence procedures and style practices.
- Formulates procedures for systematic retention, protection, retrieval, transfer, and disposal of records.
- Plans office layout, develops office budget, and initiates cost reduction programs. Reviews clerical and personnel records to ensure completeness, accuracy, and timeliness. Prepares activities reports for guidance of management.
- Maintains contact with customers and outside vendors.
- Copies data and compiles records and reports. Tabulates and posts data in record books.
- Purchases supplies.



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- Works with other personnel to ensure resolution resolve receiving issues.
- Generates and analyzes purchase orders and purchase order status reports.
- Compiles and sorts documents, such as invoices and checks, substantiating business transactions.
- Verifies and posts details of business transactions, such as funds received and disbursed, and totals accounts to ledgers or computer spreadsheets and databases.
- Reconciles bank statements.
- Reconciles 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.
- Prepares and transmits timekeeping and payroll information for temporary labor force.
- Examines records such as time and production sheets, payrolls, operations charts and schedules, to obtain data for calculations.
- Compiles composite reports from individual reports of as required by management or government agencies.
- Completes and processes intake and new-hire paperwork and procedures.
- Records employee information such as personal data, compensation, benefits, tax data, attendance, performance reviews or evaluations, and termination date and reason.
- Involved in recruiting and arranging interviews for prospective employees to fill vacant positions.
- Conducts new employee orientation.
- Ensures that all Associates receive demonstrations and training on equipment operations and safety procedures.
- Processes employment applications and assists in other employment activities.
- Maintains and updates employee files and databases to document personnel actions and to provide information for payroll and other uses.
- Assists with employee complaint, workplace incident, and accident investigations.
- Ensures that time tracking procedures are followed and completed.
- Maintains confidentiality of employee and company information and records.
- Examines employee files to answer inquiries and provides information to authorized persons.
- Compiles data from personnel records and prepares reports.
- Compiles and maintains records for use in employee benefits administration.
- Prepares and files reports of accidents and injuries at establishment.
- Submits information related to workplace injuries to workers compensation carrier.
- Schedules and participates in safety committee meetings.
- Familiar with legal requirements and government reporting regulations affecting human resources functions and ensures policies, procedures, and reporting are in compliance.
- Keeps records of benefits plans participation such as insurance and pension plan, personnel transactions such as hires, promotions, transfers, performance reviews, and terminations, and employee statistics for government reporting.
- Completes and processes employee separation notices and related documentation and procedures.
- Coordinates and prepares responsive information for audit requests from customers, vendors, and governmental agencies.
- Opens and routes incoming mail, answers correspondence, and prepares outgoing mail.
- Studies management methods in order to improve the effectiveness and efficiency of workflow and reporting procedures.
- Reviews and analyzes budget reports, and prepares and develops budget modifications



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- and recommendations.
- Identifies administrative needs and develops appropriate solutions or recommendations.
 - Coordinates collection and preparation of operating reports such as time and attendance records, terminations, new hires, transfers, budget expenditures, and statistical records of performance data.
 - Directs services such as computer and office equipment maintenance and repair, supplies, mail, and files.
 - Works with other team members to complete tasks and achieve department goals.
 - Follows instructions and directions provided by the plant Operations Manager and/or other members of corporate management.
 - Follows and complies with all company rules and directives.
 - Attends work as scheduled, including 40 or more hours per week and weekends and evenings as required. Must also be able to also effectively respond to issues related to a 24-hour/7 days a week operation.
 - All other tasks and duties as assigned.

This list of job duties is not all-encompassing. The Administrative Supervisor 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 Supervisor 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).



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- *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 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

Works in a team environment led and directed by the Operations Manager and/or other members of corporate management. May be responsible for supervising, and/or overseeing the supervision of, one or more administrative employees.

Required Education, Experience, and other Qualifications:

A Bachelor's Degree or equivalent experience in a related field plus 1-5 years of administrative 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:



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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.

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.

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 Supervisor 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