

PLANT SUPPORT COORDINATOR (BRANTFORD)

GreenMantra Technologies is a rapidly-growing, clean-technology company that produces industrial waxes from recycled plastics. We have established our first facility in Brantford, Ontario and have just completed a +\$10 million capital expansion. GreenMantra combines the excitement of working in an entrepreneurial environment in a new industry with the knowledge that the work you are doing will help support the manufacturing sector in Ontario, while supporting the environment. Find out more at www.greenmantra.com.

Location of work – Brantford, Ontario

Job Description

We are currently recruiting for a Plant Support Coordinator who will be responsible for administrative and documentation control system for our Brantford Plant. Reporting to the Plant Manager, you will lead a variety of support activities to ensure smooth operation of the plant and control detailed documentation of ongoing plant operations. Requiring a high level of energy, a passion for organization, and a high level of computer literacy, the successful candidate will be responsible for the following duties:

- Supporting compliance with all health, safety and environmental legislation and regulations
- Collect and maintain daily production report information from various sources
- Verify & enter daily production data for analysis and review
- Participate in daily, weekly and monthly production review meetings
- Manage the daily, weekly and monthly KPI reporting and trend charting systems
- Manage the weekly production and manpower schedule
- Actively participate in the Sales & Operations Planning (S&OP) process
- Manage receiving dock traffic schedules – both inbound and outbound
- Coordinate and manage trucking onto the site
- Create required customs paperwork for outbound loads
- Create bills of lading, commercial invoices and export/customs paperwork
- Coordinate the delivery of raw materials samples to the quality lab and share the results with the Plant Manager once testing results are available
- Enter purchase orders for maintenance parts, office/lab supplies, pallets, fuels, packaging materials
- Ensure safety and consumable item inventories are tracked and monitored
- Collect data and process bi-weekly payroll information for review and approval by the Plant Manager
- Manage ongoing inventory tracking systems for raw materials and finished goods
- Maintain staff productivity metrics for review by the Plant Manager
- Track daily energy and utilities usage data

Skills and Experience

- Min. 5-7 years in an administrative support/supply chain role in a manufacturing environment
- Exceptional computer skills (Excel, Word, Outlook, Powerpoint)
- Exceptional organizational skills & high level of attention to detail
- Exceptional interpersonal skills
- Results-oriented, self-motivated individual with a strong sense of initiative
- Analytical and problem solving skills
- Understanding and experience in warehousing and inventory control

How to Apply

Please send your CV and covering letter to careers@greenmantra.com. Resumes MAY NOT be mailed, faxed or hand delivered. Please be advised that, because of high volumes of applications, we will only be able to respond to candidates who will be selected for interviews and will not respond to inquiries about the process unless we initiate contact. Thank you for your understanding.