POSITION OPENING
Ash Grove Cement Company – MONTANA CITY

Job Title: ADMINISTRATIVE ASSISTANT III

Apply at: https://tinyurl.com/AGCMTCAdminAsst
Contact: Joni Johnson
Email: joni.johnson@ashgrove.com
Closing Date: as soon as possible / Screening as resumes come in

SUMMARY
Performs administrative functions for plant in conjunction with Administrative Coordinator. Duties may include, but are not limited to, tasks related to payroll, shipping, accounts payable, procurement, public and employee relations, benefit administration, finance and process data reporting, and safety program support. Serves as receptionist and assists as needed in performing general office duties.

SUPERVISION RECEIVED
Works from general supervision on routine duties with standard policies and procedures. Refers problems and questions to supervisor.

PRIMARY DUTIES & RESPONSIBILITIES

PAYROLL, HR, BENEFIT SUPPORT (40%)

• Coordinates all time entry daily, including performing data entry as needed, verification of hours worked and relevant tracking data for general ledger and work management system.

• Reviews data for compliance with collective bargaining agreement and/or company policy and communicates and resolves issues with managers/supervisors.

• Gains and maintains proficiency with payroll, personnel and work management databases and uses skills to answer questions, run reports and troubleshoot issues.

• Answers payroll questions and handles payroll related issues for wage employees such as changes in tax withholdings, deductions, union dues, leave time, benefits, etc.

• Assists HR Manager with employee relations and employee benefit issues and events. Remains current on benefit plan provisions and assists employees daily.

• May need to work some holidays, weekend days and/or overtime to meet processing deadlines.
SHIPPING, FINANCE, REPORTING SUPPORT (40%)

- Prepares daily paperwork for shipments and reconciles reports from billing and shipping software systems. Transmits paperwork and prepares reports according to established deadlines and ad hoc reports as needed.

- Collaborates with Shipping Supervisor, bulk loaders and other sales and shipping personnel throughout the day regarding loads and any issues that arise.

- Maintains and creates spreadsheets for tracking purposes for various process and financial data as needed. Works with Finance Manager, Process Manager and other Plant personnel to determine most efficient way to track and report data.

BACKUP/ GENERAL OFFICE (20%)

- Must possess or be able to obtain a current Notary Public commission within a reasonable amount of time after hire.

- Serves as receptionist and ensures that incoming contractors and vendors sign-in and have been cleared by safety manager to work on-site.

- Cross trains and performs backup duties of the Administrative Coordinator

- Trains and assists plant employees with the use of office equipment and arranges for maintenance as needed.

- Manages, orders and stocks office supply inventory. Monitors supplies for general use daily.

REQUIRED MINIMUM QUALIFICATIONS

Knowledge/Skills/Abilities

Ability to respectfully resolve issues with employees and customers. Knowledge of general office practices and procedures. Knowledge of grammar, spelling and punctuation. Ability to effectively communicate both verbally and in writing. Knowledge of Microsoft Office Suite, personal computers, and ability to learn other company software. Advanced excel skills preferred. Knowledge of operations and maintenance of general office equipment such as printers, copy/scan/fax machine, and postage machine. Ability to employ basic math skills on a daily basis. Ability to pay close attention to detail with minimal errors.

Education

High school graduation and one or more years of post-secondary education, technical training or equivalent preferred.
Experience

Three years experience preferred performing office, payroll, accounts payable, shipping, procurement, finance and/or related administrative support functions. Experience in an industrial environment desired, but not required.