

PACIFIC PRESS® PUBLISHING ASSOCIATION
JOB DESCRIPTION

POSITION TITLE: Plant Services Administrative Assistant- Part Time

REPORTS TO: Plant Services Director

SUMMARY: Perform functions to assist in routine inspections and record keeping requirements for plant services and safety.

ESSENTIAL FUNCTIONS OF THE JOB:

- I. Perform weekly, monthly, and annual inspections for fire and safety equipment including but no limited to AEDs, fire extinguishers, eye wash stations, emergency showers, and flammable storage.
- II. Assist in monitoring hazardous waste labeling requirements.
- III. Assist in RTO emissions record keeping.
- IV. Assist in ordering and distribution of first aid supplies.
- V. Maintain First Aid responder lists.
- VI. Participate as member on the Safety Committee.
- VII. Learn to use specific Pacific Press computer programs as directed including but not limited to EPMS, Engineering Service Request, Engineering Preventative Maintenance, and GHS Log.
- VIII. Assist in stock room inventory assignments as needed.
- IX. Keep records as required.
- X. Serve as courier when required.
- XI. Be willing to work in all areas of production as needed.
- XII. Comply with Pacific Press employee handbook guidelines.
- XIII. This job description is not intended to be all-inclusive; the Plant Services Administrative Assistant will also perform other reasonable related business duties assigned by the Director of Plant Services.

EXPERIENCE: General clerical experience in typing, filing, and computer use is preferred. Demonstrated success as a team member in a work environment is essential.

SKILLS: Have basic computer skills in Microsoft Word and Excel.

EDUCATION: A minimum of high school diploma with ability to read, write, and communicate in the English language.

PHYSICAL: Minimum of 18 years of age; able to occasionally lift 50 lbs.; able to climb and work from ladders or elevated platforms.

OCTOBER 2023

PLANT SERVICES ADMINISTRATIVE ASSISTANT