



Bay State Milling Job Description

Job Title: Administrative Assistant
Department: Operations
Reports To: Plant Manager
FLSA Status: Salaried Non-Exempt
Prepared By: Human Resources
Revised Date: 9/4/2025

SUMMARY

The successful candidate will be responsible for performing the administrative requirements of the Saskatoon facility. In this role, they will be promoting exceptional service as well as supporting various internal and external departments including the customer base for Bolingbrook. They will be expected to be a hands-on, valuable contributor in supporting the successful management of our internal processes, policies, and services. This role will be a critical ingredient in the Bolingbrook journey around enhancing Cultivating Excellence and Customer Satisfaction.

ESSENTIAL DUTIES AND RESPONSIBILITIES *include the following. Other duties may be assigned.*

- Ability to work with all levels of personnel and contribute to a cohesive, high-performing team with a strong business focus to ensure a proactive, professional approach in working with both internal and external customers.
- Monitor front entrance, greet guests and ensure all visitor protocols are followed including signing in and signing GMP's when applicable.
- Answer main phone line and direct calls as necessary to appropriate department. Monitor main voicemail inbox and forward to appropriate department.
- Maintain incoming and outgoing standard mail and specialized mailings. Distribute mail and packages to appropriate personnel or department.
- Enter Purchase Orders (PO's) as requested, specifically partnering with MMB engineering to receive and enter all project PO's into AX.
- Maintain list of office and employee breakroom supply needs, order as appropriate
- Collaborate with HR and site Management to coordinate special meals and other food-related recognition activities as directed.
- Scan all hard copy invoices to corporate AP department
- Create weekly timecard labels for temporary employees. Act as backup to HR Admin for weekly submission of temporary employee timesheets to appropriate agencies.
- Support departments as needed for printing or destroying of confidential documents
- Effectively manages multiple tasks with competing priorities while meeting established deadlines.

- Perform other duties, responsibilities and special projects, as assigned by the Plant Manager.

QUALIFICATIONS *to perform this job successfully, an individual must be able to perform each essential 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.*

- Extensive and exceptional Administrative practices
- Energetic self-starter with a proven ability to excel in a changing environment.
- Excellent interpersonal, verbal communication skills and proven ability to maintain high customer service
- High attention to detail with precision and accuracy
- Strong prioritization and time management skills
- Proven ability to build and support teamwork.
- Exhibits a strong ability to handle multiple demands with a sense of urgency, drive and energy.
- Quickly embraces, learns and applies new technology such as lean / 6 Sigma, AX functions, word, excel etc.
- Outstanding follow-through, time management and planning skills to deliver results.
- Ability to work overtime, as required.
- Gain familiarity with plant layout and proper protocols that will be needed in this role.

EDUCATION and EXPERIENCE

High school diploma or general education degree (GED) is required. Need to have good PC, math, writing and reading skills. Minimum one (1) to three (3) years related experience in a warehouse/office environment, or any equivalent combination of acceptable training, education, and experience.

LANGUAGE SKILLS

Ability to read and comprehend instructions in English and reply in writing or verbally. Fluent Spanish a desired skill.

MATHEMATICAL SKILLS

Ability to work with basic mathematical concepts. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

PHYSICAL DEMANDS *the physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Work is performed primarily indoors. This position does require communication and distribution and tracking of various items for warehouse and manufacturing personnel whereby exposure to odors associated with our product will be encountered.

WORK ENVIRONMENT *The work environment characteristics described here are representative of those an employee 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 employee is infrequently exposed to hot or humid conditions, moving mechanical parts, and airborne particles caused by grain handling, milling and ingredient blending. The noise level in the mill environment is usually loud. The noise level in the office work environment is usually quiet to moderate and will be the primary work area.

EQUAL OPPORTUNITY EMPLOYER

Bay State Milling is an equal opportunity employer that is committed to creating a diverse, equitable and inclusive workplace. We evaluate qualified applicants without regard to race, color, religion, age, sex, sexual orientation, gender identity, genetic information, national origin, disability, veteran status, and other legally protected characteristics.