



JOB POSTING

Position Title:	Plant Administrator	Facility:	Essential Power Newington
Department:	General Administrative	Location:	Newington, NH

COMPANY BACKGROUND

Cogentrix Energy Power Management, LLC is a leading independent power producer with a long track record of successfully acquiring, developing, constructing, operating, improving and divesting power generation assets. Cogentrix is owned by funds managed by The Carlyle Group, one of the world's largest alternative asset management firms, and serves as Carlyle's in-house power asset management platform. Cogentrix has been directly involved in the development, ownership, operations and management of coal-fired, natural gas-fired and solar power assets delivering a combined generating capacity in excess of 10 GW. Through the ownership and operation of these plants, Cogentrix has participated in most of the major power regions in the U.S. Cogentrix currently manages plants in the Carlyle portfolio, which has a total net generation of approximately 8800 MW.

Position Summary:

The Site Administrator handles the processing of all purchasing and invoicing activities, works with corporate supply chain as well as assists with the management of warehouse inventory at Essential Power Newington. The position involves record keeping and other non-technical duties listed below.

Major Responsibilities:

- Work safely at all times, comply with plant safety and business policies and maintain a safe work environment at all times.
- Provide administrative support to Plant Management.
- Maintain confidentiality of employee personnel files; orient employees to company procedures and benefits, assist in training plant employees on purchase requisitions, and inventory management.
- Interface with vendors to process material and service procurements.
- Timely payment of all invoices, oversees warehouse inventories, support monthly accounting reports, and maintains an efficient correct filing system.
- Prepare invoices, reports, memos, letters, and other documents, using word processing, spreadsheet, database, or presentation software.
- Read and analyze incoming memos, submissions, and reports to determine their significance and plan their distribution.
- Open, sort, and distribute incoming correspondence, including mail, faxes and email.
- Support preparation, control, and distribution of plant documents, including procedures, drawings, and records.
- File and retrieve corporate documents, records, and reports.
- Answer phones, route calls, greet and screen visitors and operate the gate for visitors, contractors and deliveries.
- Prepare responses to correspondence containing routine inquiries.



- Perform general office duties such as ordering supplies, maintaining records management systems, and performing basic bookkeeping work.
- Make travel arrangements for plant staff.
- Manage Visitor and contractor site orientation training completion, record keeping and reporting.

Deliverables from this role:

- Process purchase orders, invoices and packing slips prior to entering into Accounts Payable system for payment. Reconcile any billing discrepancies with vendors. Maintain Vendor files.
- Exercise independent problem solving skills for business, purchasing, and cost accounting issues, utilizing all available resources, including procedures, off-site support staff, available data and software documentation.
- Support recording and reporting of accurate monthly accruals to accounting personnel.
- Assist in preparing and distributing reports as required.
- Organize special events for the facility, such as, business meetings or company sponsored social events.
- Manage janitorial and uniform services and other repetitive vendor services associated with maintaining the facility.
- Prepare reports, memos, letters, and other documents, using word processing, spreadsheet, database, or presentation software.
- Open, sort, and distribute incoming correspondence, including faxes and email.
- File and retrieve corporate documents, records, and reports.
- Greet visitors, answer calls and determine whether they should be given access to specific individuals.
- Prepare responses to correspondence containing routine inquiries.
- Perform general office duties such as ordering supplies, maintaining records management systems, overseeing office equipment maintenance and performing basic bookkeeping work.
- Assist in inventory receiving, labeling, binning, processing, counting and data input for cycle counts.
- Comply with site and corporate Environmental, Health and Safety policies including but not limited to ergonomics, hazard communication, human performance, chemical handling.
- Support and adhere to cyber security awareness and compliance programs through training, good cyber security practices and others means.
- Other administrator level duties as assigned.

Ideal Qualifications & Experience:

- High school diploma plus two years work experience in a related field required. Associates Degree or equivalent experience preferred.
- Clerical — Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records.
- Computers and Electronics — Well versed and knowledgeable in Microsoft Office products with the capability to learn other software applications to support the business unit. Prior experience with Maximo and Oracle PeopleSoft program experience a plus.



- Excellent verbal/written communication skills.
- Excellent organizational, analytical and problem solving skills and demonstrated ability to multi-task and work effectively under pressure.
- Experience in warehouse operations, including forklift operation.

Qualified candidates should send their resumes to Careers@cogentrix.com.