



## JOB POSTING

<b>Position Title:</b>	Plant Administrator	<b>Date:</b>	October 11, 2019
<b>Department:</b>	Administration	<b>Facility:</b>	SEPG – Mid-Georgia
<b>Reports to:</b>	General Manager	<b>Location:</b>	Kathleen, Georgia

### SUMMARY

Under general direction of the General Manager, and in coordination with the Corporate Human Resources department, the person in this role performs a variety of administrative and/or technical duties. With frequent access to confidential data, this job requires consistent exercise of good judgment, initiative, and independent analysis.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Performs administrative/receptionist duties for the site.
2. Inputs manual timesheets for plant staff into Company system; researches errors and discrepancies with payroll to ensure payment accuracy; completes plant payroll and overtime reports for operational and budgetary needs; ensures all payroll records are complete for filing; and follows-up with supervisors/employees for missing documents.
3. Compiles, edits, analyzes and assists in the preparation of reports, budgets, studies, and documents, as needed.
4. Develops and implements administrative procedures for the flow of correspondence, the control and distribution of incoming and outgoing documents, and other routine clerical matters.
5. Keeps current files and records (both physical and electronic) on site specific information, such as maintenance, OEM & vendor and personnel information.
6. Maintains the plant inventory within the PeopleSoft Business System and performs periodic cycle counts according to Company policies and procedures.
7. Receives, stocks, and issues equipment and materials in inventory; generates replenishment requests for items issued from inventory; and maintains office supplies and consumable inventory.
8. Performs the functions of a Buyer under the PeopleSoft Business system by verifying vendor information, tax rates for purchases, and advancing requests to Purchase Orders for appropriate approvals.
9. Verifies accuracy of invoices received at the plant prior to processing for payment.
10. Functions as the site contact person for Human Resources related matters needed for personnel documentation such as withholding forms, PTO tracking, retirement account changes, and other issues as delegated by Corporate Human Resources and the General Manager.

11. Follows housekeeping guidelines and keeps his/her assigned areas and personal office in a clean and neat manner.
12. Follows all safety/environmental policies, procedures and rules, and participates in training.
13. Follows all Company policies and procedures and behaves in a manner that promotes the Company's values and positively effects morale.
14. Other duties as assigned.

## **QUALIFICATIONS AND REQUIREMENTS**

1. High school diploma supplemented by specialized administrative courses or their equivalent. Four (4) years' experience in administrative/clerical responsibilities, preferably in a power plant or similar working environment.
2. Demonstrated knowledge of word processing; proficiency in Word and Excel; knowledge of filing and recordkeeping systems and procedures, business letter and report writing, and telephone techniques. Knowledge of PeopleSoft preferred.
3. Good oral and written communication skills. Ability to perform mathematical calculations. Demonstrated accurate typing/word processing abilities; operating information transmission equipment; plus ability to develop office procedures and apply other company policies as required.
4. Ability to work scheduled hours and willingness to work overtime as needed.
5. Ability to operate company equipment such as pick-up truck, man-lift, and forklift.
6. Must have and maintain a valid driver license
7. Must perform repetitive and non-repetitive physical duties requiring lifting, pushing, pulling, stretching, bending, climbing, stooping, kneeling, and lifting of up to 50 pounds.

If interested, please send your resumes to [Careers@cogentrix.com](mailto:Careers@cogentrix.com).