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| <b>Incumbent:</b>  | TBD          | <b>Department:</b>  | Administration      |
| <b>Reports to:</b>   | Scott Carson | <b>Title:</b>       | Director of Finance |
| <b>Location:</b>   | Puslinch     | <b>Review Date:</b> | 2024                |
| <b>Job Profile:</b>  |              |                     |                     |
| The Office Administrator is responsible for planning and overseeing all administrative support and office services for the company. This includes coordinating and communicating office activities, reception duties, shipping and receiving, ordering supplies and stationery, and general troubleshooting.   |              |                     |                     |
| <b>Primary Responsibilities:</b>   |              |                     |                     |
| <ul style="list-style-type: none"> <li>• Prepare correspondence, reports, and presentations.</li> <li>• Coordinate departmental programs, such as meetings, seminars, workshops, special projects, and events.</li> <li>• Organize and oversee Company events</li> <li>• Answer and manage inbound telephone inquiries.</li> <li>• Arrange and attend executive team meetings; take, distribute, and archive meeting minutes.</li> <li>• Present a positive and professional image of the organization when interacting with employees, customers, clients' visitors, and the management group.</li> <li>• Maintain office supplies inventory by checking stock to determine inventory levels; anticipating needed supplies; evaluating new office products; placing and expediting orders for supplies; verifying receipt of supplies.</li> <li>• Coordinate office seating arrangements for business units and assign desks, phones, and other assets as necessary.</li> <li>• Administer and manage inbound/outbound mail, including priority post, packages, courier services, and other correspondence.</li> <li>• Collaborate with inventory planning personnel to minimize shortages and improve inventory holdings.</li> <li>• Uphold a high level of confidentiality in all communications</li> </ul> |              |                     |                     |
| <b>Required Skills and Attributes:</b>   |              |                     |                     |
| <ul style="list-style-type: none"> <li>• Proficiency in Microsoft Office programs, including Outlook, Word, Excel and PowerPoint</li> <li>• Effective communication skills (verbal and written in English)</li> <li>• Superior telephone manners and interpersonal skills</li> <li>• Ability to maintain confidentiality and deal with others in a sensitive, tactful, diplomatic and professional manner</li> <li>• Strong organizational skills, with ability to prioritize and manage conflicting demands</li> <li>• Demonstrated ability to respond quickly in a dynamic and changing environment</li> <li>• Effective working in a team environment, as well as individually</li> </ul>   |              |                     |                     |
| <b>Education Requirements &amp; Qualifications:</b>  |              |                     |                     |
| <ul style="list-style-type: none"> <li>• High School diploma or equivalent</li> <li>• Post secondary diploma in a related field, or equivalent experience is an asset</li> <li>• Five or more years of experience in an office support position</li> <li>• Experience operating a multi-line extension telephone system</li> </ul>   |              |                     |                     |
| <b>Working Environment:</b>  |              |                     |                     |
| <ul style="list-style-type: none"> <li>• Open office high traffic environment with appropriate facilities</li> <li>• Workstations are equipped with a desk, chair, filing cabinet, mid height partitions, integrated office phone, and computer.</li> <li>• Normal office hours of operation 8:00 am – 4:30 pm with a 30-minute unpaid lunch break</li> <li>• Shifts are subject to change based on seasonal demand.</li> <li>• Overtime may be required during busy season</li> <li>• Physical activities will consist of prolonged periods of sitting, periodic filing, inter-office walking, and meeting attendance.</li> </ul>   |              |                     |                     |
| <b>Approvals (name / signature)</b>  |              |                     |                     |
| <b>Manager:</b>  |              | <b>Date:</b>        |                     |
| <b>Director:</b>   |              | <b>Date:</b>        |                     |
| <b>Human Resources</b>   |              | <b>Date:</b>        |                     |

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| <b>Employee Acknowledgement:</b>   |  |              |  |
| I have read this Job Description and reviewed it with my Human Resources representative and/or my Direct Supervisor.   |  |              |  |
| I understand and accept the outlined requirements and recognize that alterations may be required as business conditions and needs change.  |  |              |  |
| <b>Signature:</b>  |  | <b>Date:</b> |  |
| <p>Concast is an equal opportunity employer, and we are committed to establishing a qualified and diverse workforce. We are committed to accommodating applicants with disabilities throughout the recruitment and selection process, in accordance with the <i>Accessibility for Ontarians with Disabilities Act (AODA)</i>. Should you require disability-related accommodation to participate in our recruitment process, please contact Human Resources. Any information received relating to accommodation will be addressed confidentially.</p> <p>Applications from qualified candidates and/or questions, comments or related feedback from employees should be sent to Human Resources @ <a href="mailto:HR@concastpipe.com">HR@concastpipe.com</a></p> |  |              |  |