



Job Description- McInnis Cement

Administrative Assistant

Location : Port-Daniel-Gascons

Reporting to: VP Operations Port-Daniel-Gascons

Status: Permanent - Full time

The McInnis Cement plant is equipped with cutting edge technology, raising productivity and environmental industry standards for North America. The facility, located in Port-Daniel-Gascons, Gaspésie, is one of the largest industrial developments in Quebec. The Company's mission is to provide its customers with high quality cement, manufactured and distributed in a way that respects the ecosystem, while putting the local economy first.

We are looking for a team player, with excellent skills, who will join our department.

The Administrative Assistant will assist the Vice President Operations in carrying out administrative tasks, specific projects and follow-up of meetings and action plans. He or she will support some departments of the plant as well.

RESPONSIBILITIES

- Maintain order and cleanliness of the work environment (5S)
- Ensure the application and respect of good practices in the field of health and safety at work, as well as the application of environmental standards;
- Ensure the efficient and timely execution of the administrative activities of the plant;
- Provide support, as needed, to the Human Resources, Communications and Information Technology Departments;
- Supervise the 5S for team members;
- Acting as a resource person to the Vice President Operations and other members of the management team;
- Ensure the updating of monitoring systems;
- Develop production schedules and vacancy schedules;
- Provide the necessary support for the preparation of working papers and presentations to the VP Operations;
- Organize meetings and attend, as needed, to follow action plans and prepare minutes;
- Ensure and promote an excellent interdepartmental organizational climate;
- Perform other related duties;
- Maintain active personal involvement in the local and regional community.



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Administrative Assistant

YOUR PROFILE

- College Degree (DEC) in administration or office work;
- Minimum of 5 years of relevant experience;
- Excellent knowledge of Microsoft Office Suite, SAP is an asset;
- Sense of organization;
- Ability to manage priorities and meet tight deadlines;
- Analytical mind;
- Initiative and autonomy;
- High accuracy and precision in the processing and maintenance of confidentiality of data and files;
- Team spirit, excellent collaborative skills, positive approach;
- Maturity and good judgment;
- Perfect use of French and good level of English (spoken and written).

WHAT WE OFFER

- To work in a growing Quebec organization, where you will find a dynamic and friendly work environment;
- Challenges and projects by the ton;
- A remuneration well above the market average;
- A competitive benefits' program.

Please send your resume to [careers@cmcinnis.com](mailto:ccareers@cmcinnis.com), to the attention of **Julie Rebecq, Talent Acquisition specialist.**