



Production Administrative Assistant Production

TR Toppers is recruiting for a full-time Production Admin in Pueblo, CO who has a strong work ethic with a willingness to work hard; dependable; positive attitude, adaptable; honest; self-motivated; willing to learn and grow; and has a strong self-confidence. If this description fits you, we encourage you to apply for this position.

TR Toppers offers a very competitive compensation package based on experience, which includes a year-end bonus, and a company-funded pension plan. Benefits include optional medical, vision, dental, life insurance, generous paid time off, holidays, referral bonus, and a great work environment.

TR Toppers is a national food processing company located in Pueblo, CO. We specialize in processing name brand candies and other types of inclusions that are used in a variety of food products, such as ice creams and cakes, and shipped throughout the country. We are a progressive family-owned business and we are rapidly growing.

SUMMARY: The Production Administrative Assistant is responsible for completing, maintaining, and overseeing all administrative/clerical-related functions to support Production.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Prepare draft production reports each day for Plant Manager.
- Assist production with data collection and analysis.
- Print specs and prepare green sheets for the next day's production.
- Print labels.
- Maintain and record OSHA records.
- Maintain and update production and sanitation training material.
- Manage the temporary employee hiring with staffing agencies, scheduling the workforce, managing, and all timekeeping-related duties; notify staffing agencies as issues arise with temporary employees.
- Performs other job-related duties as assigned or required.

EDUCATION and/or EXPERIENCE:

- High School Diploma or GED.
- Previous experience working in production.
- Previous administrative/clerical experience.
- Prior experience in a team environment requiring respectful professional and effective communication skills.
- Excellent interpersonal skills and ability to communicate effectively with other Team Members and leadership.
- Ability to follow directions and established procedures and Initiate completion of tasks or activities without necessary supervision.

PREFERRED QUALIFICATIONS:

- General computer skills
- Experience working the Warehouse Management System (WMS)

PHYSICAL DEMANDS: While performing the duties of this job, the employee is regularly required to stand, walk, reach with hands and arms, and talk or hear. The employee must regularly lift and/or move up to 10 to 50 pounds and occasionally lift and/or move up to 50 pounds. Specific abilities required by this job include no food allergies, close vision, distance vision, color vision, and depth perception. Must be able to stand, walk, and bend for 8 hours daily; and perform repetitive motion work.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is frequently exposed to moving mechanical parts. The employee is occasionally exposed to high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; extreme cold; extreme heat; risk of electrical shock; and vibration.

HOW TO APPLY: Submit your completed application/resume to **ATTN:** Kathy Ruiz, TR Toppers, Inc., 320 Fairchild Avenue, Pueblo, CO 81001 or via **Email** KathyR@trtoppers.com

PAY RATE: \$16.40+ DOE

NOTE: This position will be open until filled.

If you have questions relating to this position, please feel free to contact Kathy Ruiz at 719.948.4902 Ext. 7954

Qualified applicants will receive consideration for employment without regard to their race, color, religion, national origin, sex, sexual orientation, gender identity, protected veteran status or disability

EOE AA M/F/Vet/Disability