

Operations Administrator

Employer:	Carmeuse	Closing Date:	March 31, 2023
Posted:	13 months ago	Location:	Spragge
ES Job ID:	3902	Duration:	Full Time
Sector(s):	Other, Office & Administration, Executive and Management		

Job Description:

As the global leader in innovative and sustainable building materials, we're committed to shaping a greener, smarter and healthier world. At Lafarge Canada Inc., safety comes first, collaboration matters and diversity is celebrated with people who share our desire to continually make our materials better.

Do you have the drive, the skills, and the passion to join us?

Overview:

The Operations Administrator participates in the development, leadership and management of the operational functions and performance for the target Market Area Northern Ontario. The Operations Coordinator/Administrator works closely with the operation team to ensure the highest levels of environmental and safety compliance, leveraging production excellence to create superior products & services. Primary focus is to analysis optimizing available reserves and capital employed while attaining the highest productivity at the lowest cost of production. Ensures Lafarge is viewed as a valued member of the industry and local communities in which it operates.

Responsibilities:

Safety Culture:

- Promote safety culture through engagement with employees, JHSC and subcontractors, implementation and management of local and regional initiatives with an objective of \"zero\" safety incidents.
- Develop, administer and promote safety policies, processes and review procedures to ensure that sites meet or exceed all Lafarge and Regulatory guidelines.

Human Resources:

- Works closely with Operations Manager to develop analytical and technical skills to improve inventory and production forecasting and management.

Production Management:

- Develop and implement processes, strategies and tools to plan and track budgets, forecasts, maintenance, production and shipping performance to achieve targeted Key Performance Indicators (KPI's).
- Promote and support daily, weekly and monthly communication process to drive group efficiencies and manage production performance.
- Works with the operations team and the ECAN Manufacturing team to analyze capital needs and requests

Financial Management:

- Plan, Drive and Track financial performance using local/regional tools, develop, implement and manage annual repair budgets, support financial analysis to identify cost reduction opportunities.
- Manage production forecast to balance inventories and sales needs to manage working capital impact.

Customer Focus:

- Support monthly inventory reconciliation to ensure adequate inventories levels to meet demand.
- Support the shipping and quality department to drive loading and product performance.

Land Management:

- Assist to ensure sites meet or exceed all Lafarge and Regulatory guidelines.
- Develop, implement and manage sustainable mining plans with detailed stripping, production phasing and rehabilitation forecasts to ensure reserve optimization, while managing community impact.

Environmental Management:

- Assist to ensure sites meet or exceed all Lafarge and Regulatory guidelines.
- Work with Central Environmental Department to develop, implement and manage operational standards to manage activities and mitigate our environmental impact.

Community Relations:

- Develop and maintain effective relationships within the community by participating in local activities, events and committees through partnerships within the industry, local associations and the business community.
- Assist to ensure that a plant image guideline exists to promote a professional image in a standard and consistent manner across ECAN and is well implemented / enforced.

Relationships with Others Jobs:

- Reports to the Operations Manager Northern Ontario Cement
- Works closely with the ECAN Manufacturing staff to ensure manufacturing best practices and tools are fully utilized across the market area.
- Work with the Central Safety Representatives to develop and maintain a culture of safety
- Works closely with Area Finance to ensure costs are budgeted, forecasted and accurate
- Works closely with the Supply Chain and Distribution Staff to ensure efficient management of production costs & inventories.

Specific Accountabilities:

- Annual operations budget
- Detailed monthly production forecast
- Weekly operations cost tracker summary
- Accounts Payable
- Monthly EBIT review
- Area CERs
- Manage the main office functions for all locations (Spragge Plant, Wavy & Terminal, Whitefish River Terminal)
- Coordinate purchasing and manage supplies and equipment
- Supervise support staff
- Coordinates and maintains records and databases
- Coordinates the Health, Safety and Environmental programs
- Coordinates all Port Security programs
- Coordinates all Quality Control programs for all locations

Required Skills:**Qualifications:****Education & Work Experience:**

- An undergraduate degree in Business Administration
- A minimum of 5 years relevant experience in Business Administration and preferably in the Bulk Cement or Construction Materials Businesses
- Efficient in SAP applications
- Basic Accounting skills

Knowledge & Skills:

- Strong problem solving and analytical skills.
- Excellent people management skills: ability to develop effective internal and external relations.
- Disciplined and process-oriented.

Job-Specific Competency Profile (Lominger):

- Action oriented
- Delegation
- Managerial Courage
- Dealing with ambiguity
- Managing diversity
- Motivating others
- Business acumen
- Innovation Management
- Organizing
- Conflict Management
- Intellectual Horsepower
- Negotiating
- Customer Focus
- Listening
- Written Communications
- Priority setting
- Problem solving
- Process Management
- Building effective teams
- Time Management

Requirements:

LafargeHolcim:

As we are reinventing the way the world builds, we need world-class talent to join our Lafarge Canada team: people who are passionate, driven by curiosity and keen to grow, learn, develop and thrive in our high-performance culture.

Whatever you do, you will make a difference here. Because we know that your passion and curiosity are the natural resources the world needs.

We thank you for your interest. Only candidates selected for an interview will be contacted. Lafarge is committed to the principles of employment equity and encourages the applications from women, visible minorities, and persons with disabilities.

Lafarge Canada Inc. welcomes and encourages applications from people with disabilities. In Ontario, our organization/business is committed to fulfilling our requirements under the Accessibility for Ontarians with Disabilities Act. Accommodations are available on request for candidates taking part in all aspects of the selection process.



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Lafarge Canada is committed to providing a safe environment for employees, customers, contractors and vendors. As such, in keeping with the requirements of our industry associations, partners, and clients across Canada, Lafarge Canada has implemented a COVID-19 vaccination policy intended to reduce the spread of COVID-19. As of October 1st, 2021, all new employees joining Lafarge Canada, subject to any requirement to accommodate pursuant to applicable human rights legislation, must be fully vaccinated against COVID-19.

How to Apply:

People apply on indeed: Operations Jobs in Blind River, ON (with Salaries) 2023 | Indeed.com Canada

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