

Engineering Administrator

About the Company

Canada Royal Milk is a member of the Feihe International group of companies, Asia's number one infant formula brand. Canada Royal Milk is the only producer of infant formula in Canada, manufacturing quality products from Canadian cow and goat milk, ensuring the highest quality and nutritional value for our customers.

We are building a new Canadian company that will combine best practices in the production of infant formula from our parent company, a technology from around the globe, and the knowledge, skills, and expertise of Canadian talent. We are an international company with a multicultural workforce that is committed to diversity and inclusion. Our team members value and embrace different perspectives and new ideas.

About the Role

Reporting to the Engineering Manager, the Engineering Administrator provides complex and confidential administrative, document management, and technical support for the Engineering Department. The Administrator is responsible for project coordination, data control and management and the execution of a variety of assignments.

The Administrator works collaboratively with members of the Engineering, Utilities and Maintenance team and interacts frequently with employees across departments. The role requires discretion and the ability to work with confidential information.

Excellent written and verbal communication skills and a strong client service orientation are required for this role

What We Offer

The opportunity to build and grow a progressive company, competitive wages, and extended health benefits.

What We Look For

Curiosity, commitment to learning, and a winning mindset.

Job Requirements

Applicants must be legally entitled to work in Canada and have strong English language skills. The ability to read and understand written English and communicate in English both spoken and in writing is a requirement of the job.

1. Post Secondary Degree or Diploma in Business Administration, Engineering, or a related field.

2. Minimum of 1 year of experience in a support role with business project management experience and/or business planning exposure.
3. Demonstrated ability to maintain confidentiality based on the requirement to access, review, maintain and distribute sensitive data and records.
4. Excellent inter-personal skills: must demonstrate a track record of positive working relationships at every level of an organization.
5. Solution oriented and client focused.

Key Duties and Responsibilities

1. Engineering Department central point of contact for the Business Process Management (BPM) system. Ensure processes are described and documented as per HQ requirements and protocols.
2. Department liaison with QA/QC with regards to ensuring procedures are complete and accurate to the standards required.
3. Ensuring Corrective Maintenance documents (Work Requests) are correctly captured, filed, and organized to satisfy audit requirements. Also, to maintain records for historical data.
4. Ensures Planned Maintenance processes and documents are kept, organized and auditable. Manages returned forms of work completion and tracks upcoming work based on existing program documents.
5. Assist with document processing and maintenance of historical records for all Engineering documentation (as per BPM).
6. Able to manage the Technical Warehouse when the Technical Warehouse coordinator is absent and ensure records are correctly maintained and filed out.
7. Assist with development of schedules for the department.
8. Assist Department Manager with weekly and monthly reporting requirements. Maintains records of energy consumptions and organizes for ease and efficiency of processing information.
9. Assists Project management with maintenance of records.
10. Assists with organizing Service Contracts for the site (costs, file location, invoice records, etc.)
11. Tracks and organizes management of change documents.
12. Assists dept engineers with clerical duties.
13. Other duties as required.

Working Conditions

The standard office hours are Monday through Friday, 8:30 am to 5:30 pm. Most of the work occurs during regular weekday office hours. However, as an international company with continuous 24-7 operations, hours of work involved may vary to accommodate business needs. Flexible hours are required and may include evening and week-end hours from time to time.

As a dairy processor and infant formula manufacturer, CRM strives to exceed regulatory requirements for food safety, quality, hygiene, and good manufacturing practices. All employees who enter the processing areas for any reason must comply with all food safety protocols in addition to health and safety best practices.

Most work is performed in an office environment, with some requirements to work in other areas of the facility as needed. While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to walk; use hands to finger, handle or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand. The employee must frequently lift or move objects up to 10 pounds and occasionally lift or move objects up to 25 pounds.

Commitment to Diversity & Inclusion

We strive to build a team that reflects the diversity of the community we work in, and encourage applications from traditionally underrepresented groups such as women, visible minorities, Indigenous peoples, people identifying as LGBTQ2SI, veterans, and people with disabilities.

If we can make this easier through accommodation in the recruitment process, please contact us by visiting www.canadaroyalmilk.com