

Responsibilities

- 1 Answer Phones
- 2 Sort/distribute mail
- 3 Receive/direct guests (vendors and customers alike)
- 4 Event planning
- 5 Maintain/order office supplies
- 6 Maintain/order breakroom supplies
- 7 Prepare/upload monthly safety meeting agenda [via MT]
- 8 Maintain/monitor monthly safety walk schedule
 - prep weekly walk thru sheets
 - upload completed walk thru sheets/observations via MT
- 9 Monitor daily toolbox talks
- 10 ** Oversee onboarding safety training for new hires **
- 11 Monitor Quality and EHS training for all co-workers on a quarterly basis
- 12 ** Set up new vendors/customers - train on VMD/CMD portal **
- 13 Resolve queries from local and critical vendors
- 14 Redirect vendor inquiries where necessary to DXC Queries Team/respond to Queries Team
- 15 Reconcile open vendor POs
 - record document postings [extract from SAP]
 - mark "paid" and file where applicable
- 16 Ensure material certs accompany vendor POs that specify them, maintain in separate folder
- 17 Scan and file job folders
- 18 Maintain boards in shop - ensure all postings are current
- 19 Assist with audit/Qesh team requirements
- 20 Maintain office equip [postage meter, copier]
- 21 Handle building maint [janitorial, uniforms & toiletries, pest control, lighting, schedule routine annual inspections]
- 22 Post HR literature and notices as directed

If interested in the posting please email resume, to Charles.Bowles@sulzer.com. or call for more information @ 801-245-7474