



Job Title: Facility & Administrative Assistant

Plant: Portside Energy Facility

Location: Portage, Indiana

Reports to: General Manager

Primary Energy Overview

Primary Energy is a privately held industrial energy provider of electricity, steam, hot water and chilled water that focuses on building, owning, and operating inside the fence industrial energy facilities under long term contract. Our expertise is the effective utilization of byproduct fuels that would otherwise be flared capturing waste heat and converting it into useful thermal products and creating ultrahigh efficiency combined heat and power facilities. Thoughtfully conceived industrial energy projects enhance the long term financial health of our host mills, provides sustainable, low cost energy and provides highly reliable source of energy. Our goal is to be the lowest cost, highest value 3rd party energy

Job Summary

Full time Facility & Administrative Assistant position is accountable for the issuing and processing purchase orders generated from management to vendors, maintain the accounts payable and receivable for the facility. This includes both ensuring a very high degree accuracy on all paperwork, maintain confidentiality, prioritizing tasks and submitting reporting on a timely basis that meet hard deadline requirements.

Additionally, the position requires ability to lift 50 pounds, work at height, operate a forklift truck and high lift, mechanical aptitude/ability, (generators preferred), warehouse and inventory experience. Ability to complete mechanical tasks and work as directed by Portside management, including operating valves, using wrenches and tools.

Facility Administrative Assistant is accountable to the General Manager and operates within the context and prescribed limits established by the General Manager.



Education and Skills

- High school graduate, Associates Degree or equivalent
- Efficiently manager time
- Strong organizational skillset
- Strong communication skillset
- Strong accounts payable/receivable skills
- Strong computer skills with Excel spreadsheets and other documentation software
- Computerized maintenance management system knowledge, such as GP Mate (preferred) or Maximo or other CMMS
- Forklift truck operation.
- Physically required to lift and move parts up to 50 pounds in weight.
- Strong warehouse and part management skillset.
- Basic mechanical knowledge and mechanical aptitude.

Job Responsibilities

- Work in a manner that is in compliance with facility safe work practices, policies and procedures of Primary Energy while on Portside plant site.
- Purchase order; issue purchase orders to vendors in a timely manner upon approval of the General Manager.
- Process monthly facility invoice by deadline.
- Process monthly inventory adjustment reports by deadlines.
- Establish harmonious working relationship with colleagues.
- Process all accounts payable and receivable with appropriate monthly accruals, and credit cards by specified deadlines.
- Ensure that all reports, documents, or other plant paperwork is filed as per direction of Primary or Portside management in a timely manner.
- Maintain Portside offices in an organized manner to maximize efficiency.
- Collect certificates of Liability/Worker's Comp Insurance Certificates from vendors making sure they are up to date and meet corporate requirements.
- Maintain facility files and records in an organized manner.
- Deliveries of parts, materials, and chemicals; expedite if needed (at managements direction) to ensure facility reliability.
- Invoices: receive, post, and process for payment all invoices accounting systems by deadlines.



- Administer part number and allocate locations for new inventory items, bar code labeling of new and existing part and disbursement to facility warehouse.
- Operating valves, using wrenches and tools.
- Actively participate in plant equipment maintenance outages after completion of training.
- Actively participate in plant operations.
- Various on-call responsibility after completion of training on plant systems.
- Coordinate lunches for visitors when necessary.
- Perform yearly inventory control of warehouse parts.
- Provide clerical support for all plant management staff as needed.
- Other projects and responsibilities may be added or transferred at the discretion of management.
- Operate a forklift truck in a warehouse and plant environment.
- Operate a high lift in a warehouse and plant environment.
- Order various parts for plant systems at the O&M Managers direction.
- Complete work orders assigned by O&M Manager and General Manager.
- Assist O&M Manager and General Manager with projects and plant related duties when required or needed.