



Manufacturing Operations Administrator

Full-time | Year-Round | Blackfalds, AB

Position Summary

This is more than an administrative role.

The Manufacturing Operations Administrator helps keep our manufacturing facility organized, connected, and running efficiently. This role supports production by coordinating information, materials, and priorities across multiple teams while ensuring the details don't get missed.

We're looking for someone who is organized, proactive, and dependable. Success in this role comes from staying ahead of deadlines, communicating effectively, and helping others get what they need to do their jobs well.

What You'll Do

- Provide administrative support and assistance to the Production Operations Team
- Assist with the organization of workflow between the Precast Manufacturing Facility and other departments as needed
- Utilize multiple programs to enter, maintain, and update project data
- Order, receive, and track inventory or materials
- Assist with work orders and purchase orders
- Produce accurate, detailed work while maintaining established standards and processes
- Administrative duties including but not limited to data entry, photocopying, filing, ordering supplies, completing meeting minutes, etc.
- Must maintain confidentiality of documents and information across all levels of the organization

What We Are Looking For

- **Organized and detail-focused** – able to manage multiple priorities while maintaining accuracy
- **Proactive and resourceful** – identifies issues and helps find solutions
- **Adaptable** – able to respond to changing priorities and deadlines
- **Self-motivated** – takes ownership of tasks and follows them through to completion
- **Strong communicator** – comfortable working with production, project, and office teams

Requirements

- Valid Class 5 driver's license and reliable transportation
- Available to work Monday – Friday 8:00am – 5:00pm

- Minimum 40 hours per week, must be flexible, willing to work overtime and the occasional Saturday
- Proficient with computers and the ability to grasp new programs and software
- Attentive to detail, organized, and able to meet deadlines under pressure

Assets

- Previous experience in an administrative or similar role
- Familiar with Adobe Acrobat and Microsoft Office Suite
- Comfortable reading and interpreting drawings

What Eagle Builders Offers

- Competitive wages based on experience, with regular evaluations
- 6% vacation pay, health coverage, and wellness support
- Sundays off and a culture that values time with family
- Clothing program, meal program, fuel discounts, and employee events
- Clear training roadmaps and opportunities for growth

Behind every successful production team is someone keeping the details organized, the information flowing, and the priorities moving. If you enjoy bringing order to a fast-paced environment, we'd love to hear from you!



To view our careers page, scan the QR code.

Note: *We appreciate all applications; however, only candidates selected for pre-screen will be contacted.*