

Job Title: Coordinator Administration (Accounting, HR, Safety), Three Forks, MT



City: Three Forks
 State: Montana
 Postal/Zip Code: 59752

CRH is a diversified building materials group which manufactures and distributes building material products from the fundamentals of heavy materials and elements to construct the frame, through value-added exterior products that complete the building envelope, to distribution channels which service construction fit-out and renewal. CRH employs approximately 76,000 people at 3,600 operating locations in 34 countries.

Position Responsibilities (key duties, scope of position, goals, expectations, skill requirements, and travel requirements)

- Provide support for the Plant Manager and administrative support for the plant.
- Provide daily support and serve as a backup for Controller, HR Manager, and Safety Manager in their absence.
- Manages operations and procedures; preparing payroll; assisting in bookkeeping an accounting including account reconciliations, journal entirety preparation, remittances controlling correspondence; maintaining filing systems.
- Assist Human Resources in recruiting, reporting, benefits, payroll maintaining filing systems.
- Preparation on safety reporting, including SOS's, Safety Projects, Safety Training, notes for Safety Committee meetings.
- Serve as the ISO Document Controller and internal ISO auditor.
- Keeps management informed by reviewing and analyzing special reports; summarizing information; identifying trends.
- Receptionist duties, including reception of guests, arranging for employees meetings.
- Achieves financial objectives by preparing an annual budget; scheduling expenditures; analyzing variances; initiating corrective actions.
- Contributes to team effort by accomplishing related results as needed.
- Manages the maintenance of office areas and equipment (including copier, fax machine, etc.) and housekeeping of office facilities.
- Participates as needed in special projects.
- Coordinates schedules and supervises temporary staff as needed.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Other duties as assigned.

Educational Criteria

- Bachelor's Degree required, degree in Accounting, Business, or Human Resources preferred.

Position Dimensions (i.e., communication skills, planning, teamwork, technical knowledge, leadership, initiative)

- Ability to keep sensitive information confidential, plan and execute diverse tasks at the same time without supervision
- Excellent verbal, written communication skills and presentation skills
- Excellent interpersonal and leadership skills; able to gain commitment
- Proven technical/professional knowledge
- High initiative
- Internal and external customer focused and detail-oriented
- Possess high level of integrity; adaptable to change
- Ability to understand various regulations that impact the facility

Other Related Experiences Required or Preferred

- Experience with ISO 9000 and 14001 implementation, maintenance, and audits
- Knowledge of cement plant operation is desirable
- SAP Experience preferred
- Strong administrative skills with proficiency working with computer applications, such as MS Office, data management, spreadsheet, and desktop publishing applications
- 5-10 years of experience in accounting, human resources or related field
- 5 years of management experience

What Oldcastle Offers You

- Highly competitive base pay
- Comprehensive medical, dental and disability benefits programs
- Group retirement savings program
- Health and wellness programs
- A culture that values opportunity for growth, development and internal promotion

About Oldcastle

Oldcastle has a long and proud heritage as one of North America's largest corporations. We are a proud reflection of the hundreds of family businesses, local and regional companies and mid to large sized enterprises that together form the Oldcastle family. Oldcastle operates with a decentralized, diversified structure, letting you work in a small company environment while having the career opportunities of a large enterprise.

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