



**Excellent
Opportunity!**

*Plastic Products Co. Inc.
is 100% Employee Owned
with multiple facilities in several states.*

*We have an opening in the Corporate Quality Department for an Administrative Specialist
at our Lindstrom, MN Headquarters. Responsibilities include:*

Regulatory Compliance: Maintain and monitor the retention of records and documentation for all regulatory compliance policies.

Document Control: Ensure compliance to documentation layout, structure and content requirements for all corporate procedures, work instructions and training. Maintain and ensure changes to documents are identified, tracked and updates have occurred.

Safety Data Sheets: Manage and maintain the Safety Data Sheet (SDS) program across the organization.

Reception: Answer phones, distribute mail, maintain office equipment and supplies, make travel arrangements for employees per travel policy.

Training: Support corporate and division level managers with setting up training, updating training records and preparing reports.

Position requires good verbal and written communication, interpersonal and organization skills, attention to detail and working with other employees and departments. Excellent benefits package including health, dental, vision, life insurance, HSA, Flex benefits, and LTD insurance; 401(k), ESOP; paid vacation and holidays. Wage based on experience. Send resume to:

Attn: H. R. Manager

hr@plasticproductsco.com

PLASTIC PRODUCTS CO., INC.

We Own Our Future!

13116 Lake Blvd. | Lindstrom, MN 55045

Equal Opportunity Employer