

Plant Operations Coordinator

Location: Drayton, ND

Job Type: Full-Time

Reports To: Plant Manager



Are you an organized and resourceful professional eager to directly impact plant operations? APGI is seeking Plant Operations Coordinator whose core responsibility is to support the daily functions of the wash plant team in Drayton, ND. This position ensures operational efficiency and accurate documentation at the wash plant, while providing general administrative assistance as needed.

Key Responsibilities

Primary – Wash Plant Support

- Coordinate truck driver check-ins and check-outs, focusing on timely documentation and communication between wash plant operations and logistics.
- Verify goods and materials related to wash plant processes against bills of lading or invoices, ensuring compliance and accuracy.
- Conduct routine physical inventory counts of wash plant supplies (e.g., bag stock), maintaining up-to-date records in Microsoft Excel.
- Submit and follow up on First Report of Injury claims specific to wash plant staff with Workforce Safety and Insurance (WSI).
- Maintain confidential employee records related to wash plant personnel in line with company policy and legal standards.
- Serve as point-of-contact for wash plant visitors, vendors, and drivers, executing wash plant-specific front desk responsibilities.

Incidental – Administrative Support

- Perform routine administrative tasks such as scanning, copying, and document preparation when required.
- Back up other staff in times of absence or peak operational workload.

Qualifications

- High school diploma or equivalent required; associate degree in business administration, logistics, or related field preferred.
- Prior experience in warehouse operations, inventory management, or administrative support in food processing, agriculture, or manufacturing is a plus.
- Strong organizational, problem-solving, and communication skills.
- Excellent attention to accuracy and detail, especially for compliance and records management.
- Proficiency with Microsoft Office (Excel, Word, Outlook).
- Ability to manage sensitive information responsibly and support the team in a dynamic plant environment.

Work Hours

- Daytime hours with occasional evenings and Saturdays required during the wash season, depending on wash plant needs.

Interested candidates can send a resume to hr@apgspud.com.