



## HR Administrative Assistant (Front Desk)

Canadian Kraft Paper Industries Limited provides a diverse, dynamic, and growth-oriented workplace where every team member plays a vital role in our success. We value innovation, sustainability, and personal development, offering an open and supportive environment for continuous growth. If you thrive in a fast-paced office environment, especially in Human Resources, we invite you to join our team!

**POSITION OVERVIEW:** Reporting to the Human Resources Manager, the Administrative Assistant (Front Desk) provides full administrative and associated clerical support in a highly efficient, accurate and confidential manner to the Human Resources Department. This position communicates with various internal and external customers such as managers, superintendents, supervisors, employees, government agencies, the public and 3<sup>rd</sup> party service providers.

### RESPONSIBILITIES:

- The research, format development, updating and maintaining reports, ensuring accountability for the accuracy and recommendations of information collected and content proposed;
- Analyzes and evaluates all communication received and using knowledge of the Human Resources department, replies to or redirects inquiries, distributes or drafts appropriate replies, recommends follow up action and prepares supporting documentation where required;
- Manages and coordinates appointments, meetings and travel arrangements;
- Assists with the coordination and administration of training courses as required including registrations, organizing facilities, and maintaining certification records;
- Records and updates employee information in the HRIS system;
- Responsible for the administration for the Length of Service, Retirement and Safety recognition programs;
- Explain and interpret policies, agreements and procedures on a regular basis;
- Assists with the internal and external recruitment process;
- Create and maintain internal communication boards;
- A member of the team responsible for organizing and facilitating employee and community engagement activities;
- Welcome and greet all visitors to the Administrative Office Building, providing a professional first impression.
- Efficiently direct all foot traffic upon arrival at the administrative offices
- Maintaining a well-organized and courteous front desk environment.

### QUALIFICATIONS:

- The incumbent will possess a Grade 12 education with successful completion of an appropriate post-secondary business and or administrative program.
- The successful applicant is required to be a self-starter with excellent organizational, interpersonal and time management skills;
- Possess the ability to work with interruptions and reprioritize workload;
- Strong communication skills both verbal and written;
- Exceptional attention to detail;
- Proficient in Microsoft Office Programs;
- Confidentiality is mandatory in this position.

### APPLY TODAY!

If you are interested in exploring this opportunity and being a part of our team, please apply or visit our website [www.canadiankraftpaper.com](http://www.canadiankraftpaper.com) to submit your resume by November 1<sup>st</sup>, 2024.