



Permanent Relief - Office

Canadian Kraft Paper offers a work environment that promotes diversity, embraces change, and encourages continuous growth and development for every team member. We offer a workplace where everyone plays an essential role in the success of our Company and where individual efforts are acknowledged. If you thrive in a dynamic and challenging environment, we want you to be a part of our Team!

Our structure and culture encourages innovation, growth and change in an open environment, and we believe in and practice environmental sustainability.

Responsibilities:

Reporting to the Accounting Team Lead, the Permanent Relief - Office is responsible for providing relief coverage to various departments within the organization. This position will assist the Business Services Department in both Finance and Purchasing in addition to providing relief coverage to both the Maintenance Clerk and Assistant Shipping Coordinator.

QUALIFICATIONS:

- Business Administration Diploma or similar business certificate with 3 years' office experience;
- Strong attention to detail and excellent time management skills are required;
- Strong communication skills – both written and oral are required;
- Microsoft office experience (excel, word, outlook, power point) required.

This is a unionized position. The wage for this position is \$32.24 per hour as per the Collective Bargaining Agreement.

LIVING IN THE PAS:

The Pas community is one of the oldest and most striking settlements in Northern Manitoba. It is truly a place to call home for all those that love the outdoors with an abundance of activities such as skiing, hiking, ATV and snowmobiling, camping, boating, hunting and fishing! Boasting one of the three true blue clear lakes in existence, its raw natural beauty attracts visitors from around the world.

Learn more from the website at www.townofthepas.com about the wonders of The Pas, where the Northern Lights shine year-round.

APPLY TODAY!

If you are interested in exploring this opportunity and being a part of our team, please visit our website www.canadiankraftpaper.com to submit your resume to careers@ckpi.com by December 26, 2021.

We thank all candidates for their interest; however only those selected for an interview will be contacted.