

JOB POSTING DETAILS

Employer	GreenFirst Forest Products (GreenFirst Forest Products)	Job Type	RI
Job Title	Administrative Assistant	Duration	NA
ES Job ID	12872	Location	Hearst, Ontario
Date Posted	June 21, 2022	Closing Date	August 16, 2022

Job Overview - Description & Duties

Administrative Assistant- Hearst, ON

Responsibilities:

- Promote and provide a safe workplace, seek improvements, support Health & Safety Program.
- Support compliance with collective agreement and sound union/management/employee relations.
- Act as the central point of contact between staff employees and internal and external communication.
- Using an entrepreneurial approach, provide confidential administrative and payroll services to the General Manager and delegates.
- Develop and maintain a good rapport between labour, customer, outside agencies, other users and management.
- Participate in budget planning and monthly variance report review.
- Provide confidential administrative services by preparing correspondence such as letters, memos, minutes, and reports and by providing support activities necessary for the Management group.
- Support internal communication by developing and maintaining an efficient process, including internal advertising on televisions, bulletin boards, etc.
- Ensure internal distribution lists are updated and accurate.
- Review and streamline internal processes.
- Compile, prepare and distribute reports as required.
- Coordinate and support departmental and other meetings.
- Prepare all documentation required to ensure that all equipment owners receive payment as per their contracts.
- Prepare all invoices for payment in appropriate coding distribution.
- Payroll functions
- Recommend changes and improvements to all internal processes

Required Skills

Requirements:

- High School Diploma
- Must be bilingual (English & French)
- Proficiency in Microsoft Word & Excel
- 1-3 years experience as an administrative assistant
- Additional qualifications as an administrative assistant would be an asset.

Other Requirements

NA

How to Apply

Please submit your resume to: careers@greenfirst.ca

Please note that only the successful candidates will be contacted

GreenFirst Forest Products is an equal opportunity employer. We are committed to providing accessible employment practices that are in compliance with the Accessibility for Ontarians with Disabilities Act (AODA). If you require an accommodation for disability during any stage of the recruitment process, please indicate this in your application. GreenFirst Forest Products is strongly committed to inclusion and diversity within its community and welcomes all applicants including but not limited to: visible minorities, all religions and ethnicities, persons with disabilities, LGBTQ persons, and all others who may contribute to the further diversification of ideas.