

JOB POSTING DETAILS

Employer	GreenFirst Forest Products (GreenFirst Forest Products)	Job Type	RI
Job Title	Office Worker - Kapuskasing, ON	Duration	NA
ES Job ID	12873	Location	Kapuskasing, ON
Date Posted	June 21, 2022	Closing Date	October 11, 2022

Job Overview - Description & Duties

Office Worker - Kapuskasing, ON

GreenFirst Kapuskasing site is looking for an office worker completing various tasks to support its teams.

COMMITMENTS:

- Live up to our values, principles and guidelines.
- Bring an open and cooperative attitude to your job, contributing to our positive work environment.
- Comply with all health, safety and environmental standards, applicable regulations and laws, as well as our collective agreement

Required Skills

REQUIREMENTS: What you bring to our workplace

- Bring an open and cooperative attitude to your job.
- Comply with all health, safety, and environmental standards.
- Education Requirements:
 - High-School Diploma or equivalent with completion of Grade 12 Mathematics and Language.
 - Senior Chemistry or post-secondary education is an asset.
- Skills Requirements: Typing 50 words/minute.
- Related Experience: Proficiency in Microsoft Word and Excel

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.