

Alberta-Pacific Forest Industries Inc. (AI-Pac) is seeking a highly motivated, enthusiastic and supportive team player for the role of **Administrative Assistant** in the **MRS Business Unit**.

AI-Pac is the largest single-line kraft pulp producer in North America and we are continuously investigating new and innovative ideas, while delivering premium products in an environmentally sustainable way.

This is a **full time, long term contract position** located at our **mill site near Athabasca, Alberta**. General working hours are **Monday-Thursday, 7:00am - 5:00pm**.

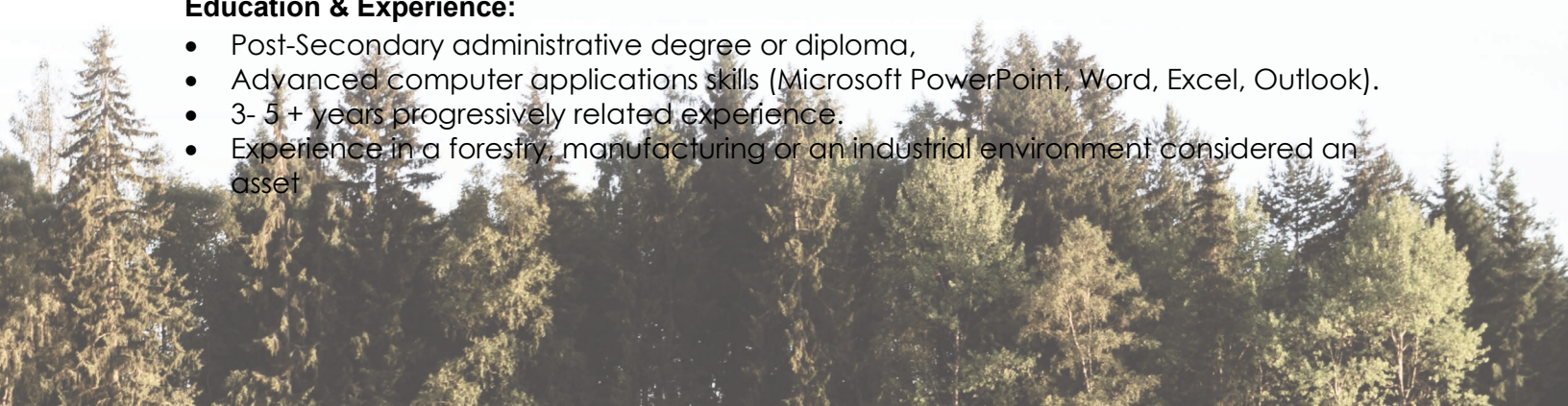
AI-Pac's **Administrative Assistant** is responsible for providing general administrative support to the MRS team; including a wide variety of information requests; prepares and analyses trends and status reports, drawing data from a variety of sources within and outside the department. This position requires the team member to have a high degree of attention to detail, along with excellent skills in organization, time management, and problem-solving.

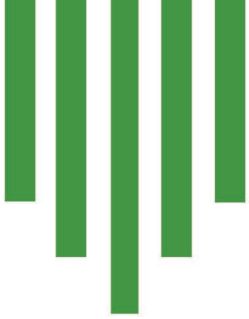
Responsibilities:

- Collating and analysing data using pre-set tools, methods and formats.
- Entering and attaching documentation to Work Orders and Assets in the company
- Preparing tailored letters, emails and more complex reports and agendas and minutes of meetings for approval.
- Ordering all office furniture; office supplies and clothing (such as coveralls, jackets, etc) as required.
- Preparing documents using a variety of computer applications such as Microsoft Office. Also responsible for gathering and summarizing data for special reports.
- Arranging venues, equipment, catering, accommodation, and travel for participants arriving from various locations to ensure the smooth running of medium scale events.
- Identifying within the team, instances of non-compliance with the organization's policies and procedures and/or relevant regulatory codes and codes of conduct, reporting these and escalating issues as appropriate.

Education & Experience:

- Post-Secondary administrative degree or diploma,
- Advanced computer applications skills (Microsoft PowerPoint, Word, Excel, Outlook).
- 3- 5 + years progressively related experience.
- Experience in a forestry, manufacturing or an industrial environment considered an asset





Knowledge & Skills:

- Data Collection and Analysis
- Data Control
- Planning and Organizing
- Verbal Communication
- Computer Skills

Behavioral Competencies:

- Ensures Accountability
- Plans and Aligns
- Tech Savvy
- Optimizes Work Processes
- Action Oriented
- Manages Complexity
- Collaborates
- Communicates Effectively

**Please forward all resumes in confidence to alpac.careers@alpac.ca by
September 17, 2021.**

Alberta-Pacific Forest Industries Inc. is an equal opportunity employer and encourages applications from all qualified individuals. We wish to express our thanks to all applicants for their interest and effort in applying for the position; however, only candidates selected for an interview will be contacted.

