



a division of **Dunkley Lumber Ltd.** is seeking a highly motivated and energetic individual to join our team as a

Administrative Assistant – Reception & Shipping

Foothills Forest Products is a two-line softwood-lumber sawmill and planer facility that is currently undergoing optimization. Our facility is located 20 km south of the beautiful mountain community of Grande Cache, Alberta. We produce high quality lumber products that are sold across North America and in overseas markets. Please visit our website at www.dunkleylumber.com to find out more about us.

We currently have a full-time position available for an Administrative Assistant.

The ideal candidate will possess the following skills, qualifications and / or experience:

- 3-5 years of experience in an Administrative or Shipping role;
- Administrative diploma will be an advantage;
- Strong computer skills and knowledge of Microsoft Office software;
- Capable of generating and maintaining reports;
- Self-starter with outstanding organizational, interpersonal, and communication skills;
- Excellent data management capability;
- Proficient mathematical & accounting skills with exceptional attention to detail;
- Strong time-management, ability to efficiently prioritize and capable of multi-tasking in a fast-paced environment.

This position offers a highly competitive salary and benefits package and rewarding opportunities to grow along with an industry-leading company.

If you possess the noted qualifications and are interested in joining our company, please submit your cover letter & resume via email to:

Email: "reception_ffp@dunkleylumber.com"

Subject: Administrative Assistant – Reception & Shipping

Closing date: Until Filled

Grande Cache and area offers an outdoor lover's paradise; camping, fishing, hunting, and outdoor motorsports are all right outside your door. Our community also offers most of the facilities you would expect such as a newly renovated recreational complex, elementary / high schools and several quality businesses and restaurants. For more information on what our community and area have to offer, visit <https://mdgreenview.ab.ca/communities/grande-cache/>

We thank all applicants in advance, however, only those selected for an interview will be contacted.

