



**HOWE SOUND**  
PULP & PAPER CORPORATION  
A PAPER EXCELLENCE COMPANY

## EMPLOYMENT OPPORTUNITY

### Casual Clerical

Howe Sound Pulp & Paper Corporation has immediate openings for Casual Clerical at our Port Mellon site. Howe Sound is one of the most progressive Kraft Pulp manufacturers in the world, leading industry in product quality, efficiency and environmental protection. We are one of the largest independent producers of renewable electricity in BC.

#### **GENERAL ACCOUNTABILITY:**

Casual Clerical employees provide relief and support to our Area Administrative Assistants as well as our Accounting and Payroll Departments.

These positions may be scheduled to work various hours, shifts and days consistent with the provisions as set out in the Howe Sound Labour Agreement, and at the current negotiated rate of \$33.80/hr.

#### **SPECIFIC ACCOUNTABILITIES & QUALIFICATIONS**

- Minimum 2 years experience as an administrative assistant
- Knowledge of office management systems and procedures
- Demonstrated proficiency in MS Office (Excel, Word and Outlook and Powerpoint)
- Excellent time management skills and the ability to prioritize work
- Attention to detail and problem solving skills
- Excellent written and verbal communication skills
- Strong organizational skills with the ability to multi-task

We thank all applicants for their interest; however, only those selected for testing will be contacted.

Please forward your resume, stating position title to: [Employment.Coordinator@hspp.ca](mailto:Employment.Coordinator@hspp.ca)