



JOB OPPORTUNITY

EXECUTIVE ADMINISTRATOR (13 MONTH CONTRACT)

Activity sector: Pulp and Paper

Site: Kamloops

Term: June 2023 – July 2024

YOUR ROLE

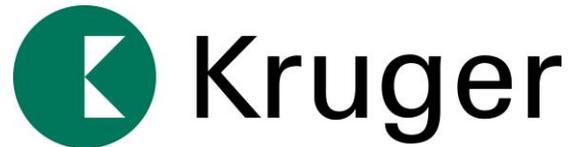
Reporting to the Mill Manager, the Executive Administrator performs office and administrative support duties for the Mill Manager, Logistics department and Fiber department. This role provides skilled and confidential support, serves as a liaison with other members of the leadership team, vendors, and employees that come in contact with the office.

Duties include preparation of correspondence, reports and presentations, planning meetings, and maintaining agendas and minutes. This role will also conduct research, prepare statistical reports and spreadsheets, make travel arrangements, prepare expense reports, and maintain calendars and schedules. The Executive Administrator serves as the Social Club Captain and leads the planning and communications of various Social Club activities for the Mill.

This is a temporary opportunity providing maternity leave coverage for a period of 13 months beginning June 5, 2023.

YOUR RESPONSIBILITIES

- ✓ Maintain Mill Manager calendar entries and manage potential schedule conflicts while ensuring the Mill Manager is prepared for scheduled activities;
- ✓ Plan meetings as requested by coordinating schedules of selected participants, reserving adequate meeting space, sending notices and ensuring purposes are communicated and attendees are prepared as needed to maximize the effectiveness of the meeting;
- ✓ Prepare and review correspondences for content and grammar as needed;
- ✓ Prepare reports and presentations for a variety of audiences;
- ✓ Maintain meeting agendas, minutes and action item status to completion as required;
- ✓ Prepare spreadsheets, statistical summaries and dashboards consistently or by request;
- ✓ Coordinate travel and submit expense reports in a timely manner;
- ✓ Enter vacation time into tracking spreadsheet;
- ✓ Plan mill activities and events including but not limited to mill celebrations, community outreach, and mill visits;
- ✓ Manage Mill donations;



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- ✓ Provide support in fundraising campaigns (United Way, Royal Inland Hospital, etc.);
- ✓ Manage retirement and service anniversary activities;
- ✓ Lead the Social Club Committee;
- ✓ Answer phone calls and convey messages in an organized priority to support Mill Manager;
- ✓ Coordinate orders for office supplies and other identified business needs;
- ✓ Support other administrators in their duties;
- ✓ Makes vendor payment corrections or load corrections;
- ✓ Kamloops AR month end reconciliation batch; send out related reports;
- ✓ Collects the data from suppliers regarding percent of certified fiber.

YOUR SKILLS AND ABILITIES

- ✓ Self-directed and works with minimal supervision;
- ✓ Ability to manage time and multi-task to accomplish a variety of assignments with conflicting priorities and deadlines;
- ✓ Confident communicator at all levels of organization including listening, writing and presenting;
- ✓ Change agent with the ability to collaborate well with others;
- ✓ Strong problem solving & analytical skills, excellent judgment and confidentiality;
- ✓ Proven organizational skills with the ability to prioritize effectively and manage multiple tasks in an environment with competing demands;
- ✓ Detail oriented;
- ✓ Take initiative in ongoing projects;
- ✓ Work well in team and possess a friendly and positive demeanor and professional image.

YOUR QUALIFICATIONS

- ✓ Diploma in Office Computing, Administration or equivalent;
- ✓ Three to five years of related administrative experience including supporting executive level individual(s);
- ✓ Intermediate or advanced proficiency in the use of standard desktop applications, including the ability to produce documents and presentations of all kinds using Word, PowerPoint and Excel;
- ✓ Previous experience supporting fundraising campaigns would be an asset;
- ✓ Previous experience organizing events or company functions is an asset.



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At Kruger, we value a diverse and inclusive workplace, not just because it is the right thing to do but because differences make us stronger and we benefit from this as a business. Our inclusive culture requires all employees to be open-minded and welcoming of people with diverse backgrounds, preferences, needs and thoughts. Through our shared commitment to Diversity and Inclusion, we create a great place to work, one that is able to attract the best people, build stronger teams, communicate better, innovate more and achieve the best results.

When you work at Kruger, you can count on a wide range of **benefits** such as competitive group insurance, registered pension plans and continuing education programs. In addition to finding a **stimulating** work environment that offers many **opportunities** for growth, you'll have the chance to work for a company that truly cares about its employees.

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