



Administrative Specialist

Birchland Plywood & Veneer, Located in Thessalon, Ontario requires a full time **Administrative Specialist**

Our manufacturing company is searching for an enthusiastic and organized individual to perform several general office responsibilities in a busy office. The individual selected will be an integral part of our team and should be comfortable working with a high degree of accuracy and attention to detail.

Qualifications:

Secondary school diploma minimal, post secondary preferred, a proven ability to work unsupervised, excellent verbal/written communication skills, computer proficiency is essential.

We Offer:

- A competitive wage based on experience
- Health and dental Benefits
- A company pension plan

Apply to:

Careers@birchlandplywood.com with subject "Administrative Specialist"

By mail: PO BOX 430, Thessalon, ON P0R 1L0

In Person: 12564 HWY 17, Thessalon ON