

New World Paper Products & Janitorial Supplies located in Ottawa is looking for a mature and reliable **Executive Assistant/Administrative Assistant** to support their managing team.

We are looking for someone with great knowledge of administration practices, including file management, office procedures and logistics to:

- Establish and co-ordinate administrative policies and procedures
- Analyze incoming and outgoing memoranda, submissions and reports
- Prepare the production and submission of summary briefs and reports
- Prepare agendas and make arrangements for annual meetings
- Conduct research
- Compile data and prepare papers for consideration and presentation
- Meet with individuals, staff and new employees to discuss issues and assess and recommend various courses of action based on meetings
- Liaise with suppliers
- Prepare reports, memos, letters, administer contracts and other documents
- Train and supervise staff
- Different clerical task
- Strong English written and oral communication skills
- 3 years diploma or university bachelor's degree OR an equivalent combination of education and relevant experience
- 15\$ to 22\$/hour depending on experience
- Permanent Full-time position/ 37.5 hours/week
- Group insurance available

**Soft skills: Problem Solving, Decision Making, Multi tasker, Critical Thinking, Fast learner, Planning and Organizing task, continuing learning and time management**

Apply by email at [careers@newworldpaper.ca](mailto:careers@newworldpaper.ca) and address your cover letter and resume to Hiring manager by August 27<sup>th</sup>, 2018. Start date ASAP.