



**NORTHERN PULP
NOVA SCOTIA CORPORATION**

Northern Pulp Nova Scotia Corporation operates a modern highly technical bleached kraft pulp mill at Abercrombie Point in northern Nova Scotia. We currently have an opening for the following position:

Administrative Clerk

This position requires Grade 12 supplemented by a Community College or University recognized Business Program. Applicants with an equivalent academic and work experience will be considered. Applicants must demonstrate a high degree of numerical aptitude and be proficient in various computer applications. Strong interpersonal and organizational skills are key requirements of this job.

If you are a performance-oriented individual with strong interpersonal skills, who leads by example, we offer exceptional challenges, and opportunities.

To apply, forward the following:

- detailed resume
- references
- copies of **all** related academic transcripts and certificates of qualification to:

Recruiter

Northern Pulp Nova Scotia Corporation

P. O. Box 549, Station Main

New Glasgow, Nova Scotia

B2H 5E8

***E-mail: northernpulpresumes@northernpulp.com**

“An Equal Opportunity Employer”

****Please note that E-mailed resumes must be submitted in MSWord format. We thank all applicants for their interest and wish to advise that only those selected for an interview will be contacted. No telephone inquiries please.***