



**NORTHERN PULP**  
NOVA SCOTIA CORPORATION  
A PAPER EXCELLENCE COMPANY

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

**Executive Assistant to Director of Communications  
Maternity Leave Coverage**

Reporting to the Communications Director, the Executive Assistant will provide a wide variety of services:

- Prepare and review documents, reports, and correspondence;
- Prepare, write and edit correspondence, communications, letters, presentations, documents and various messages;
- Assist in the planning and execution of both small and large scale events - meetings, luncheons, conferences, dinners and receptions.
- Create content for newsletters, social media posts and other marketing materials;
- Carry out media monitoring and clipping; flag relevant industry news.
- Prepare and track vendor contracts, timelines and approval logs.
- Perform diversified administrative functions and related administrative services.
- Maintain and update Communications Director's various schedules and calendars;
- Update company's website content along with ongoing current event blog posts;
- Other duties assigned by the Director of Communications.

A minimum of two years of experience in an executive assistant administrative support role. Communications, public relations familiarity will be considered an asset. Proficiency working in a fast-paced environment with competing priorities and deadlines, with regular interruptions. Capable of dealing with sensitive situations and topics with discretion and decorum. Experience developing and maintaining content for social media, networking, and webpages required.

**To apply, forward the following:**

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

[northernpulpresumes@northernpulp.com](mailto:northernpulpresumes@northernpulp.com)

***"An Equal Opportunity Employer"***

***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.***