



YORK-SUNBURY-CHARLOTTE FOREST PRODUCTS MARKETING BOARD

The York Sunbury Charlotte Forest Products Marketing Board (YSC) is seeking an individual to fill the role of Administration Clerk. The successful applicant will be joining the organization in their Fredericton, New Brunswick Office. YSC offers a great work environment with competitive salary, co-pay medical coverage, and RRSP matching.

The successful applicant will report to the Office Manager. They will need to be professional, dependable, calm, and courteous at all times. This individual is a key person in the organization and being located in reception, they are often the first contact for phone and in person inquiries from the general public. The successful candidate will be required to perform their duties from the YSC Fredericton office. This is not a remote-work position.

Your personal attributes should include:

- A strong focus on customer service.
- A strong attention to detail
- An above average rate of data-entry accuracy.
- Strong organizational skills and the ability to multitask.
- Strong communicator who is comfortable answering and making phone calls.
- Fluent in English.
- Strong problem-solving skills and ability to learn quickly.
- Team player.

Position responsibilities include:

- Manage the day-to-day responsibilities of the reception area.
- Answer phone inquiries professionally and direct calls and questions to relevant staff.
- Process large volumes of paperwork and keep the area orderly.
- Manage the incoming and outgoing inventory of transportation certificate books.
- Precise input of data to our CRM system.
- Train to provide coverage/support to Accounts Payable, with the potential of taking on Accounts Payable duties.
- Provide administrative support to the General Manager, Silviculture Manager, and Office Manager.
- Other duties as assigned.

Qualifications:

- 2 years post secondary education, preferably in an administration/accounting field or a combination of education/relevant experience
- Proficiency in Microsoft Programs (Excel, Word, PowerPoint, etc.)
- Strong communicator (in person, on the phone, and via email)

Additional assets (but not requirements to apply):

- Accounting experience.
- Experience with using Sage accounting software or other accounting systems.
- Some understanding of the Forest Products Industry.
- Valid Class 5 Drivers License.
- English-French bilingual.

Duration: Seasonal (possibility of extension) – From hire date to December 31, 2025

Pay rate: \$22/hour with a 37.5-hour work week.

Interested applicants, please submit your resume and a cover letter that explains why you are a strong candidate for this position to:

Email: kara.mccarthy@yscnb.ca

Drop Off: YSC Forest Products Marketing Board, 680 Strickland Lane (behind Hugh John Flemming Complex), Attn: Kara McCarthy

Deadline for application: April 4, 2025 (end of day)

Only candidates selected for an interview will be contacted.

**YSC IS AN EQUAL OPPORTUNITY EMPLOYER OFFERING BENEFITS, FLEXIBLE WORK HOURS,
ON-GOING TRAINING AND MORE**