

## ST. LAWRENCE FLUORSPAR PROJECT

# Process Operations Clerk

We are currently seeking applications from individuals who are interested in joining our team as a **Process Clerk**. The primary focus of this role, will be to provide effective clerical services to support the efficient operation of the process operations department.



Reporting to the Process Plant Superintendent, this position will work a five (5) day on / two (2) day off work schedule. Primarily, the incumbent will be responsible for compiling and distributing daily production sheets, collecting timesheets and verifying hours, maintaining records on contractor / supplier work conducted and reconciling related invoices, tracking operating hours and generating reports on this information. This position will also work closely with the laboratory to help track documentation and maintain various

process logs. The successful candidate will also perform routine clerical duties such as filing, typing letters, schedules, meeting minutes and notices.

The ideal candidate will possess a Diploma in Business Administration and a minimum of two (2) years clerical experience. A combination of relevant post secondary education and on-the-job training will be considered. Proficiency with Microsoft Office products, including Word, Excel, PowerPoint and strong verbal and written communication skills are essential for this position. Experience in a mining or a heavy industrial environment would be desirable.

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To apply, please forward a cover letter and resume by 12:00 p.m. on **August 27, 2018** to:

**Posting #2018-091 – Process Operations Clerk**

Attn: Human Resources Department

Email: [careers@canadafluorspar.com](mailto:careers@canadafluorspar.com)

Fax: (709) 873-3335