

## ST. LAWRENCE FLUORSPAR PROJECT

# Maintenance Clerk

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

Reporting to the Maintenance Supervisor, this position will work a five (5) day on / two (2) day off work schedule. Primarily, the incumbent will ensure an appropriate filing system is maintained for all Work Orders, Equipment and other maintenance related information. This position will also be responsible for compiling and distributing daily maintenance updates, collecting timesheets and verifying hours, tracking equipment operating hours and generating reports on this information. The successful applicant will work closely with the Maintenance Planners to help maintain a computerized maintenance information system by inputting and analyzing data as required.

Interested candidates should possess a well-established background in maintenance administration, complimented by a post secondary education in office/business administration. 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 with computerized maintenance information systems a definite asset.

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To apply, please forward a cover letter and resume by **12:00 pm March 5th, 2021** to:

**Posting #2021-005 – Maintenance Clerk**

Attn: Human Resources Department

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

Fax: (709) 873-3335