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## JOB OFFER

### ADMINISTRATIVE CLERK - INDEFINITE REPLACEMENT -

#### Chapleau, Ontario

The administrative clerk performs administrative support tasks related to the mechanical and electrical departments, such as the follow-up, receiving work orders or customer calls. The clerk also ensures the follow-up of the production schedule, as well as the purchases in progress. Finally, he/she assists the mechanical and electrical forepersons with various duties.

#### 5/2 Schedule

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#### Required profile:

- Computer skills: Microsoft Office Suite
- Excellent communication in English

**SEND YOUR APPLICATION TO :  
EMPLOIS@MEGLAB.CA**

