



EMPLOYMENT OPPORTUNITIES (Available Immediately)

The Canadian Wood Pallet and Container Association (CWPCA) a non-for-profit trade Association servicing manufacturers of wood pallets and wood packaging, is seeking qualified and energetic personnel to fill two vacant administrative positions for its **Ottawa office**, as follows:

1. General Accounting and Administration:

The individual will be responsible for the Association's general accounting requirements (i.e. accounts payable, accounts receivable, payroll, preparation of T4's, government remittances such as GST and source deductions, preparation of monthly financial statements, annual budgets and working papers for year-end Audit).

In addition to the Accounting duties, the individual will also provide general administrative support to the Executive General Manger in the following areas:

- Liaise with CWPCA members and CWPCP Clients, the Board of Directors, and CWPCP field inspectors
- Process new member applications and new client registrations
- On-going monitoring and maintenance of membership and clients databases
- Assist with the planning and delivery of meetings and special events (Regional Focus meetings, Board of Directors meetings, and Annual General Meetings)
- Record the Minutes of Board of Directors meetings

The successful candidate will require the following skills and experience:

- Minimum 5-year work experience, preferably in the not-for-profit sector
- Strong communication skills (written and oral)
- Bilingualism (English and French) would be an asset
- Strong knowledge of general accounting principles
- Must be proficient with QuickBooks accounting software
- Good computer and typing skills. Must have a good working knowledge of Microsoft Word, Excel, PowerPoint, and Access
- Must be available to travel on occasion

2. Certification Program Administrator:

The individual will be responsible for the daily administration of the Association's Field Inspection Services related to the Canadian Wood Packaging Certification Program (CWPCP) developed by the Canadian Food Inspection Agency (CFIA).

The Individual will assist the Executive General Manager the following areas:

- Act as the principle Administrative liaison with all the Association's Members and Clients enrolled in the CWPCP Certification Program
- Act as the principle Administrative liaison with the Program's Lead Inspector and all the Field Inspectors who are responsible for the on-going monitoring of the CWPCP Program
- Maintain on-going liaison with key representatives from the CFIA who are assigned to the CWPCP
- Process and filing of new CWPCP Client applications



Canadian Wood Pallet & Container Association

Association Canadienne des Manufacturiers de Palettes et Contenants

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- Provide on-going assistance to CWPCP Members and Clients
- On-going maintenance and safekeeping of the CWPCP Clients Database (electronic and hardcopy)
- Recordkeeping of all minor and major Non-Conformances documented in the field by the Inspectors
- Ensure the timely reporting of all minor and major Non-Conformances to the CFIA
- Ensure that all Corrective Actions resulting from the major and minor non-conformances are duly recorded, documented and communicated to the CFIA within specified deadlines
- On-going maintenance of Association's Website specifically dedicated to the CWPCP Program
<http://www.canadianwoodpackaging.ca/home.asp>

The successful candidate will require the following skills and experience:

- Minimum 5-year work experience, preferably in the not-for-profit sector
- Working knowledge of Administrative Requirements associated with quality -driven Certification Programs
- Must be Fully Bilingual – written and oral (English and French)
- Strong administrative and communication skills (written and oral)
- Good computer and typing skills. Must have a solid working knowledge of Microsoft Word, Excel, PowerPoint, and Access

For further details please contact the CWPCA Executive General Manager Jean-Francois Houde directly at **1-877-224-3555**.