



PO Box 1420, 140 Service Rd  
Indian Head, SK S0G 2K0  
**Phone:** 306.695.2460  
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valeindustries.ca

POSITION OVERVIEW			
<b>POSITION TITLE</b>	Junior Reception and Administration Support	<b>DEPARTMENT</b>	Corporate
<b>REPORTS TO</b>	Finance & Administration	<b>VERSION AND DATE</b>	V042822023
<b>TERM TYPE</b>	Temporary	<b>LOCATION</b>	Indian Head, SK

#### About VALE:

Vale Industries Ltd is a manufacturer of engineered products and equipment for the agricultural, aggregate, mining, and related sectors. With roots in steel manufacturing going back 30 years, Vale knows how to deliver solid solutions and exceptional value for our customers. Our management team has over 100 years of practical, hands-on experience in engineering, manufacturing, and business management, focused on leading Vale's next phase of strategic growth. At Vale, we uphold a high standard of quality, integrity, and safety to demonstrate our commitment to our employees, customers, suppliers, and community.

#### Job Summary:

Our growth plans require the addition of temporary Junior Reception and Admin Support within our team. In this position you will provide admin support to production, administration, and finance. You will be continually working to improve our delivery of service in terms of Safety, Quality, and Cost. You will be first contact on the phone, to internal customers, and external customers. If you excel at organization, professionalism, and good cheer, this may be the perfect position for you.

#### Duties and Responsibilities:

- Process paperwork for production books
- File and scan confidential information
- Make and keep records, including safety, MSDS, inspections, etc.
- Reception duties including answering the phone and directing visitors
- Other duties as assigned

#### Education and Qualifications:

- Ability to use Microsoft and Google software
- Comfortable working in an office environment
- Takes pride in quality of work
- Strong communication skills



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#### **Knowledge Areas and Experience:**

- Ability to make calls to new people everyday
- Works well within a team
- Organized and diligent work style
- Ability to juggle multiple priorities

#### **What Vale Offers:**

- Meaningful work with a team of motivated individuals at a growing manufacturing company
- High standards as demonstrated in the quality of our products
- Opportunities for growth and development
- Opportunity to take on responsibility and overcome challenges

#### **Compensation and Terms of Employment:**

- Strong competitive salary

*To apply for this position please submit your resume and cover letter via email to Human Resources at VALE Industries.  
hr@valeindustries.ca*