



Office Assistant

About Our Company

Nekoosa Coated Products is proud of our 45-year legacy and strong commitment to innovation. No one has come close to matching our pioneering spirit and track record of “firsts” and “bests” in the carbonless paper market and beyond. From the very beginning, we’ve consistently produced specialty paper that outperforms and outruns the competition.

Our company culture is one that empowers our employees to make valuable contributions to our key initiatives. Visualizing our company’s strategic goals and aligning our key players to those goals are important to the success of Nekoosa Coated Products. Our company recognizes and awards those that have an impact on our initiatives and we take pride in our employee’s success stories.

Our employees enjoy competitive compensation, enviable benefits, a 401k program that allows them to contribute immediately, award and recognition programs, generous vacation benefits, professional development opportunities, top-notch wellness programs, tuition reimbursement, scholarship programs, and a world-class safety program that is driven by our employees.

We take our responsibility to the world we live in very seriously, with aggressive environmental and recycling initiatives. We are also very engaged in protecting our forests as members of the Sustainable Forestry Initiative and the Forest Stewardship Council.

The Position

Nekoosa Coated Products is currently seeking an enthusiastic individual to fill a newly created role – an Office Assistant. This position will report directly to the Finance Manager.

In this position, you will provide support to the Finance and Customer Service Departments. Your job responsibilities include processing rebates, managing the redemption of our Bucks program, troubleshooting redemption issues with customers, mailroom duties, general accounting filing, and providing back up support to customer service and the sample room. You will also act as a go-to-person for miscellaneous office tasks and project work where needed.

This position is considered a key development role at our company. You will have the opportunity to develop into an Office Manager, or other office positions, based on your work performance at Nekoosa. A key component of this position is that you must be able to drive efficiency and culture change within the departments that you provide support to.



You must have proven leadership skills, effective verbal and written communication skills, and solid computer skills in creating spreadsheets, word documents, and e-mail. You must possess excellent organizational skills, be self-motivated, energetic, and must be able to multi-task effectively. At minimum, an Associates Degree is required with 3 – 5 years work experience.

This position is part-time with the potential to become full-time. The timeline of progressing to full-time status is based on your level of competency to drive project work. The hourly rate for this position is \$11 – \$12 and is based on your level of experience.

You should be interested in this role if you have experience in customer service, entry-level accounting or experience as an administrative assistant. You should also be interested in this role if you have a Bachelor’s Degree in a business related field and want to gain hands on work experience.

See the breakdown of the job responsibilities below for further details of the position.

Check out our website at www.nekoosacoated.com.

To apply, send your cover letter and resume to hrmanager@ncpedge.com by December 30.

