



File Number: 6004-8

EMPLOYMENT OPPORTUNITY

Competition: # PET-17-102

Open to: This Category I unionized position is open to all interested parties. Preference will be granted in accordance with the Collective Agreement for the PSAC bargaining unit for Category I NPF employees at Garrison Petawawa.

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Production Assistant

Personnel Support Programs

Petawawa Post Newspaper

Garrison Petawawa

Temporary Full Time Position

The anticipated Term of this position is 12 months

Who We Are: CFMWS is committed to enhancing the morale and welfare of the military community, ultimately contributing to the operational readiness and effectiveness of the Canadian Armed Forces (CAF). We pride ourselves on being part of the Defence Team. For more information on who we are, please visit us at www.cfmws.com.

Job Summary: Under the supervision of the Canadian Forces Newspaper Manager the Production Assistant designs and produces newspaper publications. She/he performs scanning and image/photo manipulation, re-touching, and colour management. She/he determines layout of materials and photos assigned to a page; ensures articles and photos fit within the layout. She/he proofs articles and pictures. She/he receives orders for display and classified advertising, designs and proofs advertisements, and edits copy.

Qualifications:

High School diploma AND some years' experience in page layout of publications or related field
OR

An acceptable combination of education, training, and experience will also be considered

Language requirement: English Essential

Experience Requirements:

- In office administration
- In publishing software
- In operating a digital camera

Benefits Available:

Dedicated programs including new employee orientation program and on-the-job training. Competitive Benefits including:

- Defined Benefit Pension Plan & Savings plans (TFSA, RRSPs)
- Educational Assistance
- Facilities on base available to employees (i.e. Fitness facility, Swimming pool, etc)
- Paid vacation
- A comprehensive benefit plan (health, dental, vision, group life insurance, sick leave, long-term disability insurance (LTD), accidental death and dismemberment (AD&D))
- Shop at CANEX – option for "no interest" credit plan

Posted / Affiché le : 22 December 2017 / 22 décembre 2017

Expires / Date de clôture : 15 January 2018 / 15 janvier 2018



Salary: \$12.49 /hr - \$18.31 /hr

Security:

- Reliability Status

NPF employees must demonstrate the following shared competencies: client service, organizational knowledge, communication, innovation, teamwork and leadership.

Employment Equity: NPF is strongly committed to building a skilled and diverse workforce reflective of Canadian society. Therefore, we promote employment equity and encourage candidates to voluntarily self-identify on their application if they are members of a designated group (i.e. a woman, an Aboriginal person, a person with a disability or a visible minority).

Start Date: 5 February 2018

Posting Date: 22 December 2017

Application Deadline: 23:59 hrs Pacific Time on 15 January 2018

Application Submission: Submit resume to NPF HR Office quoting competition # PET-17-102

Email: RecruitingPetawawa@cfmws.com or online: www.cfmws.com.

We thank all applicants in advance for their interest in this position, however, only those selected for an interview will be contacted.