



A Member of the Scotia Investments Family of Companies

Costing and Data Analyst

Maritime Paper is a dynamic and team-oriented company. We believe that hiring the best people results in superior packaging and stronger relationships with our customers. Our company was founded in 1931 and we have facilities in Dartmouth, NS, Moncton, NB, Mount Pearl, NL and Summerside, PE. We are honored to be a member of Canada Best Managed Companies.

We are currently seeking a Costing and Data Analyst based out of our Dartmouth, NS location. This is a permanent full-time role. Reporting to the Chief Financial Officer, the primary responsibilities of this role are:

- Gather and analyze data to update, maintain and optimize the cost accounting standards and cost system.
- Audit and revise machine and cost standards to ensure accurate management reporting.
- Analyze data to verify standard costs against actual costs. Investigate outliers and variances between standard and actual costs with recommendations on corrective action.
- Updating of product cost tables and ensure accuracy of estimating for new and proposed product costs. Participate in tender processes as required.
- Evaluate pricing and margins on all segments of our business and assist Sales Department in determining fair and optimal pricing levels.
- Work with Sales Management and Finance team to develop customer volume and margin reports to help direct sales efforts in a strategically focused way.
- Work with our information systems to develop and enhance reporting and process related to management and cost accounting.
- Provide support for Pricing Department, as required.
- Participate in inventory management including physical counts, inventory administration and inventory management strategy.
- Assist in other process as required including month-end and year-end closing, accounting procedures and processes and day-to-day accounting functions.

The successful candidate will have the following qualifications:

- As the ideal candidate, you have a business degree in finance or accounting, and 3+ years experience in a similar role. A CPA designation would be an asset;
- Background in cost accounting and data analytics with a minimum of 3-4 year of experience;

- Strong MS Excel skills including knowledge of formulas and functions to gather, analyze, manipulate and audit large data sets;
- SQL skills with the ability to perform effective querying involving multiple tables and subqueries;
- Knowledge of purchasing, receiving and inventory flow;
- Excellent interpersonal and communication skills;
- Exceptional analytical and problem-solving skills;
- Self-motivated and able to work independently or as a part of a team;
- Desire for continuous learning; eager to understand other areas of the business (ie. operational aspects).
- Strong work ethic and positive attitude.

Our company offers the following employee benefits and incentives:

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| ✓ Group Insurance Program | ✓ Employee and family assistance program |
| ✓ Defined contribution pension plan | ✓ Safety milestone celebrations |
| ✓ Yearly fitness incentive | ✓ On-site fitness room |
| ✓ Perfect attendance and service awards | ✓ On-site Health programs |
| ✓ Scholarship program | ✓ Employee celebrations and events |

Maritime Paper Products promotes and encourages career advancement opportunities within our Scotia Investments Family of Companies.

Applications can be submitted through our careers link at www.maritimepaper.com.

Maritime Paper Products is committed to creating a diverse environment and is proud to be an equal opportunity employer.

We are committed to inclusive, barrier-free recruitment and selection processes and work environments. If you are contacted for a job opportunity, please advise Human Resources of any accommodations needed to ensure you have access to a fair and equitable process. Any information received relating to accommodation will be addressed confidentially.

Although we gratefully accept all applications, only those candidates being considered for an interview will be contacted.

No telephone calls please.

An Equal Opportunity Employer