

The Company

Norbord Inc. is an international producer of wood-based panels with assets of US\$1.4 billion and annual sales in excess of \$1.1 billion. The company employs approximately 2,700 people at 15 plant locations in the United States, Canada and Europe. The company is headquartered in Toronto, Canada and is a publicly traded company listed on the Toronto Stock Exchange under the symbol NBD.

Manager, Corporate Affairs Corporate Office – Toronto

Reporting to the Head of the Corporate & Regulatory Affairs Department, the Manager, Corporate Affairs will play a key role in helping the Corporate & Regulatory Affairs department meet its objective of fulfilling disclosure obligations and implementing recognized 'best practices' in communications, governance and regulatory affairs.

Key responsibilities will include, but are not limited to:

Communications

- Disseminate and draft (as required) news releases
- Manage production of quarterly and annual disclosure documents (annual report, information circular, AIF, Board material)
- Facilitate logistics for investor conferences and one-on-one meetings
- Manage content and maintenance of corporate web site
- Research and track media reports, industry news
- Design and manage crisis communications program
- Manage internal communications initiatives (company-wide newsletter, intranet)
- Develop corporate philanthropy program, including Scholarship Program
- Provide communications support to mills

Regulatory Affairs

- Oversee all necessary filings
- Maintain governance for the non-public company subsidiaries
- Manage Record Retention program
- Annual Meeting logistics
- Distribute Board material and meeting notifications
- Day-to-day interaction with registered shareholders
- Maintain corporate records, including minute books
- Support implementation of antitrust training program

Qualifications:

- University Degree in a related discipline (Journalism, communications) or a community college graduate from a program in: law clerk / paralegal / legal assistant
- 5-7 years experience in a public company in a communications, investor relations or corporate secretarial function
- Good knowledge of procedures and practices relating to minute books and corporate documents
- General knowledge of corporate and securities legislation
- Superior oral and written communications skills
- Strong organizational and analytical ability; attention to detail is critical
- Ability to anticipate needs, think creatively and exercise good judgment

- Ability to work independently and make decisions as required
- Ability to multi-task and work under pressure
- Collaborative style with the ability to build strong relationships locally and at a distance; also comfortable dealing with all levels of management
- Strong computer proficiency and familiarity with SEDAR, SEDI, TSX SecureFile, Quark and/or related desk-top publishing applications

Resumes may be submitted by September 12, 2008 via e-mail to:
hr@norbord.com

Please visit our website at www.norbord.com