



Safety Administrator / Admin Assistant

Full Time Permanent Position

Port Alberni, BC

We are seeking a Motivated, highly organized and detail-oriented individual. The ideal candidate will have a background in the logging industry, safety administration, strong file management skills and the ability to work independently.

Responsibilities will include

- Managing Health & Safety Documentation
- Accounting Support, Data Entry
- Payroll, time entry and reconciliation reports
- Organizing and Filing

QUALIFICATIONS

- Proficient in Microsoft Software Applications
- Excellent Communication Skills
- Ability to work as part of a dynamic team
- Quickbooks experience would be an asset

Wages: \$21 per hour – plus benefits (Wage is negotiable depending on experience)

- QUALIFIED APPLICANTS SHOULD APPLY WITH COVER LETTER AND RESUME TO linda@beaverfeverlogging.com