

Employer: F. Warren and Associates Ltd.

Client: Tsawak-qin Forestry Inc.

Job Position: Planning Administrator

Job Location: Port Alberni

Date Posted: June 13th, 2024

Apply By: July 13th, 2024

Schedule: Part time

Salary: 30\$/hour (negotiable)



POSITION OVERVIEW

Under the supervision of the client, the Planning Administrator will support the planning team for all activities that occur within the department. This includes managing database systems and uploading and/or filing the required information.

RESPONSIBILITIES

- Provide support to the client by monitoring silviculture, engineering, and environmental management activities in the Forestry Software to ensure consistency and accuracy.
- Provide support in the harvesting releases through filing, uploading, and updating the applicable database.
- Provide support in maintaining records of inspections on monthly or annual bases.

QUALIFICATIONS, SKILLS, KNOWLEDGE, AND REQUIRED COMPETENCIES

- Computer skills with proficiency in MS Office Suite of products.
- Attains a high-level of attention to detail and ability to work independently and problem solve.
- Ability to work in a team environment with good communications skills.
- Familiarity and knowledge of forest harvesting operations is considered an asset but not a requirement.

Please apply with copy of resume to admin-forestry@shaw.ca