

Date Posted:	May 9, 2025	Posting Closes:	May 23, 2025
Job Title:	Scheduler	Company	Roc-Star Enterprises
Position Type:	Part Time – 20 hours/week	Industry	Forestry
Geographical Location:	In Office – Port Alberni	Hourly Wage:	\$30-32/Hour

Roc-Star Enterprises is looking for a **Part-Time Scheduler** to join our dynamic team in beautiful Port Alberni, BC. If you're organized, adaptable, and thrive in a fast-paced environment, this is a great opportunity to contribute to an industry leader in road building and forestry operations.

Schedule: Sunday to Thursday, 3:00 PM – 7:00 PM

Key Responsibilities:

- Coordinate and schedule crews and equipment effectively
- Adjust daily assignments as priorities shift
- Maintain accuracy when working with seniority lists
- Communicate clearly both verbally and in writing with field staff and management
- Use internal programs to update job schedules
- Complete tracking and produce accurate reports as required
- Follow all site, company and client specific safety protocols, policies, and procedures
- Deal with others effectively in a team-oriented environment
- Organize and prioritize workload independently
- Work within multiple deadlines and respond to changing demands

Qualifications:

- 3–5 years experience in a similar scheduling or coordination role
- Knowledge of forestry or road building is considered a strong asset
- Proficient in Microsoft Office (Word, Excel, Outlook)
- Strong team player with excellent communication skills
- Dependable, trustworthy and committed to Roc-Star's Core Values
- Knowledge of heavy equipment is an asset
- Flexible and adaptable to daily changes

Ready to apply? Send your resume and a brief cover letter to:

Operations Manager

Trevor Coates

Trevor@roc-star.ca