

FORESTRY CAREER PATHWAYS: WFP OPERATIONS ADMINISTRATOR TRAINEE

POSITION: Operations Administrator Trainee
DIVISION: Timberlands
LOCATION: Port Alberni Forest Operation
REPORTS TO: Operations Manager

POSITION OVERVIEW

The Operations Administrator Trainee is responsible for providing administrative support to the Operation. The successful candidate for this entry-level role will support the administrative functions associated with the effective implementation of policies, procedures, and operational programs.

This position will be located at Western's Port Alberni Forest Operation, so candidates will need to have a valid drivers' license and/or reliable transportation to and from the workplace given the office's location approximately 8km outside of Port Alberni.

RESPONSIBILITIES

This opportunity requires a highly motivated individual who is adaptable, responsive and professional in all communications, both internal to our corporation and external. The ideal candidate will possess the skills to execute:

- daily tracking of production and database management of the operations production;
- contract preparation and database management of contract system;
- coordination and processing Accounts Payable & Accounts Receivable;
- the organization and maintenance of an electronic and hard copy filing system;
- the timely generation of reports to provide decision making support;
- general administrative support including photocopying, mailing, and scanning;
- provision of administrative support to Managers and General Foremen, Supervisors and employees as required; and,
- Other duties as required and assigned.

EDUCATION AND EXPERIENCE

- A secondary school diploma or successful completion of a provincially-approved secondary school equivalency test;
- Experience providing administrative support services such as data entry, filing, sending and/or receiving correspondence, photocopying or preparing documents in an office setting would be an asset.
- Proficient use of Microsoft Office products (including Outlook, Word and/or Excel);
- Strong organizational skills with an ability to multi-task;
- Interest in forestry;
- Strong customer service skills; and
- Excellent communication skills.

Want to learn more about this Opportunity? Please contact:

Brent Ronning, B.Sc. – Education, Trades & Employment Coordinator

brent.r@huuayaht.org education@huuayaht.org

Office: 250.723.0100 x220 Fax: 250.723.4646