



Operations Administrator Required

Renewable Forest Services Ltd. is a forest consulting company with offices in Campbell River and Port McNeill, British Columbia. We provide our clients with top quality personnel, focused on achieving a high level of quality production in the safest manner possible. We offer our employees a safe, productive and professional environment along with the industry's top wages, and flexible work schedules.

Renewable Forest Services Ltd. is currently looking to fill a permanent full-time Operations Administrator position within our organization. The candidate chosen will work week days (Monday to Friday) out of our Campbell River office.

The successful applicant will hold the following qualifications:

- Possess a technical diploma or degree in forestry.
- Experienced in developing and executing safety plans and procedures.
- Have a high standard of verbal and written communication skills.
- Must have quick problem solving and decision making abilities.
- Own effective time management skills.
- Able to communicate and work well with others in a professional environment.
- Familiar with current government legislation, Site Plans, and Cruise Appraisals.
- Experienced in Road Permit and Cutting Permit preparation.
- Minimum of 5 years of experience in layout and design of conventional and helicopter based harvest systems.
- Current knowledge of Roadeng, Trimble GPS operating systems, Microsoft Word and Excel.
- Must be fluent with road designs, bridge designs, CENGEA, and ECAS.
- Experience with Ecosystem Based Management, LiDAR, and ArcGIS.
- Have a valid driver's license.

Please submit your cover letter and resume, with references, in confidence to Renewable Forest Services Ltd. email: r-f-s@telus.net Please note only short listed applicants will be contacted.

Get home safe and be safe at home.

