

Forest Consulting Company

Office Manager

Office Manager required in Prince George.

Responsibilities include: setting annual business goals, weekly budget monitoring, keeping track of production data, making weekly work plans and dispatching field crews, client relations, putting together bids and assessing charge out rates to meet business goals, ensuring field data is assembled and delivered to clients on-time and to the required standard, and supervising approx. 30 staff. Must be able to complete cruise plans, cruise compilations, and timber appraisals. Must be an RFT or RPF registered with the ABCFP. Should have 5 or more years of management experience as well as experience with timber layout and cruising.

Please send emails to mccloskeystore@hotmail.com