



## Gilbert Smith Forest Products Ltd.

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### **Woodlands Clerk & Administrative Assistant (Full time, 6 Month Temporary position)**

Gilbert Smith Forest Products Ltd. is a family owned and operated specialty Cedar sawmill located in Barriere, B.C. with over 50 years of experience in Cedar lumber Woodlands Operations. We are a Safety orientated company with a proven track record for performance, quality and integrity. For more information about Gilbert Smith visit our website at [www.gsfpcedar.com](http://www.gsfpcedar.com).

Gilbert Smith Forest Products Ltd. is currently seeking a motivated, energetic individual to join our Woodlands team as a **Woodlands Clerk & Administrative Assistant**; this position is offered as a 6-month temporary position with potential for Full-time for the right candidate.

#### **Responsibilities**

- Prepare Contractor statements and code to be approved by Woodlands Manager and Controller, arrange payment for all statements and invoices;
- Prepare and reconcile all Accounts Receivable invoices and accounts;
- Maintain Loggers Edge software with current contracts received from the Woodlands Manager, current stratum conversions, and importing all loads received from Scales and other Mill Sites;
- Confirm with and distribute all loads received from other Mill Sites;
- Arrange payment of Stumpage invoices and reconciliation of external Stumpage accounts;
- Support Woodlands Professional Staff with Phoenix data entry and RESULTS submissions;
- Update and distribute the Fire Danger Ratings to all Staff and Contractors;
- Submit WCB Notice of Project;
- Continual Contractor WCB Clearance checks;
- Update Environmental Management System(EMS) Binders;
- Maintain BC Forest SAFE Certification;
- Filing of all operations correspondence and laminating logging packages;
- When called upon help to maintain the scales by weighing in and out trucks and complete the scales closing procedures;
- Maintain and update all samples and conversions;
- General Administration duties including reception and AP coverage.

#### **Qualifications:**

- Education or training in accounting or Forestry an asset;
- Previous experience with Loggers Edge, Norscale, Phoenix or similar accounting software;
- 2 to 3 years previous experience in a accounting or office administration role;
- A combination of relevant education and experience may be considered;
- Weigh-master Certification or willingness to be trained and be certified;

*“Specializing in Cedar Lumber”*

**Box 689, Barriere, B.C. V0E 1E0 ■ Telephone: 672-9435 or 672-9727 ■ Fax: 672-5644**



## **Gilbert Smith Forest Products Ltd.**

- Strong organizational and planning skills as well as proficiency in Microsoft Word, Excel and Outlook;
- Attention to detail with strong problem-solving skills and willingness to be an integral part of continuous improvement organization;
- Able to work in a team setting and also perform duties independently with minimal supervision.

### **What we Offer:**

- A competitive wage and benefits program;
- A commitment to upholding high safety standards and respect for our employees;
- A collaborative and respectful work environment;
- Eligible for Profit Sharing Program;
- A Career will Work & Lifestyle Balance.

The community of Barriere offers a friendly atmosphere with affordable housing, abundant country living and outdoor recreational opportunities. Located approximately 65 km's North of Kamloops on Highway 5 and 50 minutes from the World Class Ski resort of Sun Peaks, Barriere is a great community for families.

To apply for this job opportunity please submit your application in confidence by sending your cover letter and resume to [tjeffreys@gspfcedar.com](mailto:tjeffreys@gspfcedar.com) by 3:00p.m. February 2<sup>nd</sup>, 2018.

*We thank all candidates for their interest, only those selected for an interview will be contacted.*

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