

Western Forest Products

Campbell River, B.C.

Western Forest Products is currently seeking a **Planning Administrator** to join our Mid Island Forest Operation.

Reporting to the Operations Planner the position will require the successful candidate to provide administrative and clerical support to the Planning Department & Staff with a particular focus on silviculture.

Preference will be given to candidates who have prior experience in the forest industry, an office environment, including but not limited to: filing (electronic & paper), computer skills including Microsoft Word and Excel, Adobe, GIS and experience managing a database, preferably Cengea Forest.

The successful candidate will have the following attributes:

- Good interpersonal and organization skills.
- Demonstrated attention to detail, including the highest degree of accuracy.
- Flexible and adaptable to changing priorities and timelines.
- Uses good judgement aligned with departmental objectives.
- Shows initiative and creativity when faced with challenges or obstacles.
- Individuals must be able to work successfully both independently and in a team atmosphere with the ability to change and adapt quickly in a dynamic environment.

Western thanks all applicants for their interest in working with us, however only those shortlisted will be contacted.

To apply please follow the link: <http://ow.ly/77wh30o9Ren>