

---

<b>JOB DESCRIPTION:</b>	<b>Pole Buyer</b>
<b>REPORTS TO:</b>	<b>Manager of Woodlands Development &amp; Operations</b>
<b>STATUS:</b>	<b>Full-time, salaried position</b>
<b>Location:</b>	<b>British Columbia, Coast</b>

**JOB OPPORTUNITY:**

Bell Lumber & Pole Canada has an exciting opportunity for a Pole Buyer to join the BC Coast Pole Procurement team. The right candidate will assist with, identifying and purchasing public & private timber, timber sale management, logistics, and selling of non-pole products.

Our company is 115+ year-old family-owned and operated business with operations in both Canada and the United States. We are a manufacturer of wooden utility poles and we are looking for highly motivated candidates with initiative to complete a job with excellence. We want candidates who are self-starting, reliable and dependable. Our company offers a competitive wage structure and comprehensive benefit package.

**JOB PURPOSE:**

The Pole Buyer is a dynamic and self-driven professional responsible for overseeing the end-to-end process of procuring poles. This includes independently managing relationships with suppliers, negotiating contracts, and ensuring the timely and cost-effective acquisition of quality timber. In addition to procurement responsibilities, the Pole Buyer will actively engage in quality control activities and demonstrate competence in cruising timber sales. The successful candidate will embody Bell's mission of radically loving and influencing lives, while demonstrating excellence, stewardship, and entrepreneurial spirit in all aspects of leadership and decision-making.

**ESSENTIAL JOB DUTIES:**

- Ensure that the pole procurement operations are maintained and run efficiently and that products are produced on a timely, cost effect basis, meeting the Company's quality and specification standards.
- Develop new and innovative supply relationships and wood flow.
- Conduct thorough evaluations of public and private timber offerings, leveraging advanced pre-sale reconnaissance skills and comprehensive forest product knowledge to develop competitive bid proformas
- Manage timber sales contracts to ensure compliance with all regulatory requirements. Ensures that timber sale operators are properly supervised and qualified to complete the sale activities in a dignified manner that complements our corporate goals.
- Assist with managing existing and future additions to woodlands staff.
- Provide necessary input and coordination on scheduling and process capability to align with inventory and plant commitments.

- Ensure proper inventory levels of operating supplies when needed.
- Ensure that woodland operations paperwork is properly handled to support the required records, documentation, and accounting systems; as well as maintains corporate equipment.
- Travel to other Bell Lumber & Pole operating areas and to assist on location, as required.
- Represents the corporation at public events and or meetings where necessary.
- Additional duties and projects as assigned.

*This job description is not intended to be all-inclusive; the employee may be required to perform other duties and assume additional responsibilities as needed or requested to meet the ongoing needs of the organization*

#### **JOB QUALIFICATIONS:**

##### **Education:**

BSc or equivalent in Forestry or related field preferred or equivalent work experience.

##### **Experience:**

- 5-10 years' experience in the forest products industry.
- Experience in timber sale bidding and management a plus.
- Experience in fiber procurement and marketing a plus.
- BC scaling license would be an asset

##### **Driving/Travel:**

Must hold valid driver's license meeting corporate driver's policy requirements and valid passport with unrestricted ability to travel to and from the U.S.

#### **SKILLS AND COMPETENCIES:**

- Able to follow WorkSafeBC guidelines and demonstrate safe work practices.
- Ability to keep accurate records and submit reports.
- Planning/organizing - Can prioritize work activities, use time efficiently and develop realistic action plans with detailed follow through. Able to stay on task without direct supervision.
- Communication – excellent interpersonal communication skills.
- Dealing with ambiguity – is effective in coping with change and can comfortably handle risk and uncertainty.
- Creativity – able to create original and unique ideas and adds value in brainstorming settings. Ability to think out of the box.
- Interpersonal skills – willingness to place cold calls when required. Must have the ability to use interpersonal skills to build rapport and relationships using diplomacy and tact.
- Judgment – willingness to make decisions, exhibiting sound judgment, and can make timely decisions with limited direction. -Knowing when to ask for direction from management and for assistance from teammates.
- Negotiating – can negotiate skillfully and achieve company directives, while being diplomatic.
- Technical Learning – ability to learn and comprehend new technical skills and knowledge.
- Proficient with Microsoft Office suite and software.



## **WORK ENVIRONMENT/PHYSICAL DEMANDS**

- Travel will be required for this position and will include overnight stays which may be in duration of more than one night during the week.
- Ability to work full days afield in a variety of climates and terrain is necessary.
- Primary territory is commonly known as the BC Coast. (residence on Vancouver Island is a plus)

## **COMPENSATION & BENEFITS:**

- Competitive compensation (\$90,000.00-CA\$120,000.00 per year based on experience)
- A positive work environment and culture
- Excellent benefits package
  - Extended Health Care Coverage
  - Dental
  - Vision
  - Life Insurance
  - AD&D
  - Long Term Disability
- Employer Funded RRSP
- On the job training
- Employee assistance program
- Paid Time Off

## **Bell Lumber & Pole is an equal opportunity employer.**

Bell Lumber & Pole is proud to be an equal-opportunity workplace, and we fully comply with all such applicable employment laws and regulations.

This applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. Bell makes hiring decisions based solely on qualifications, merit, and business needs at the time.

## **TO APPLY:**

Please send resumes to [Alison.krokoszynski@blpole.com](mailto:Alison.krokoszynski@blpole.com)