

Job Posting
Appraisal and Planning Administrator
TFL 6 Forest Operations

THE OPPORTUNITY

Western Forest Products is hiring for an **Appraisal and Planning Administrator** to join our **TFL 6 Forest Operations** team based in **Port McNeill**.

What You'll Do: As an Appraisal and Planning Administrator, you will support the planning team with appraisal, engineering, and silviculture related activities at our TFL 6 Forest Operation in Port McNeill. You will play a significant role in managing WFP's Land Resource Manager database (LRM) and making data easily accessible for our Appraisal Foresters and Planners. You will organize data stored for appraisals, such as invoices, timecards from machine operators and any other costs associated with road constructions projects. You will enter harvest & forestry activities and road development data into the LRM database and upload required information into Government database systems.

Who You Are: You see the big picture behind data management and organization – that having access to key information in a timely manner is the foundation to making sound business decisions. Ultimately, you will facilitate access to information in an efficient and effective manner. You are highly organized and come with 1-2 years of administrative experience.

What We Offer:

- Salary range of **\$48,000 - \$60,000** based on skill level, qualifications, and experience.
- Annual performance bonus
- Pension plan contributions - *WFP contributes 7% towards a pension plan, no matching required*
- Extended health and dental benefits – *WFP pays for 100% of the employee monthly premiums*
- 4 weeks' vacation to start
- Employee family assistance program
- Financial support for learning and development opportunities

Work Environment: This role is to be performed in person at our TFL 6 Forest Operation located in Port McNeill.

RESPONSIBILITIES

- Ensure a safe work attitude;
- Provide support in the development of the annual engineering plans and support for certification & environmental processes;
- Data entry into data management system (LRM) for Cutting Permit (CP) administration, and for engineering & forestry activities;
- Utilize LRM and spreadsheets to track harvest production & completion, F&B inventory, CP submission timeframes, development costs, cutblock treatment applications, and log transportation volumes, and other information required for Post Harvest Appraisal Data Submissions (PHADS);

- Assist in the preparation of Road Permit applications and harvest and road construction packages;
- Submit activity notices to Government and outside agencies;
- Update forms and documents related to engineering, forestry, and appraisals;
- Assist in the processing of invoices;
- Submit silviculture data to RESULTS Government database;
- Provide support for the preparation of monthly safety meetings;
- General organization and file setup for PHADS and initial appraisal submissions as directed by Appraisal Forester;
- Creation of maps from the data management system (LRM);
- Management of development cost project documentation (invoices, timecards, photos) for PHADS submissions;
- Road measure-up data input into LRM Appraisals Module for initial and PHARM submissions.

QUALIFICATIONS

Education and Experience

- 1-2 years' experience in administration and database management preferred;
- Experience in the forestry or similar environment is an asset; and
- Highschool diploma required; diploma or certification in Administration or Business Management preferred.

Skills, Knowledge, and Required Competencies

- Computer skills are required including proficiency with MS Office Suite of products;
- Detail oriented;
- Accountable and organized with the ability to re-prioritize on an as-needed basis;
- Analytical thinker with the ability to work both independently and as part of a team;
- Excellent verbal and written communication skills targeted at all levels of the organization; and
- Willingness to learn with an open and proactive attitude.

YOUR CAREER

At Western Forest Products, we believe our most significant asset is our people. Investing in our people brings value and success to our business, ensuring a safe, engaged, productive and continuously improving workplace. We offer challenging opportunities working alongside the best in the industry to meet your career and professional development goals while providing competitive total rewards and recognition.

We provide a variety of **on-the-job training** and **continuing education** in many areas at Western to ensure you have the skills you need to succeed. Our **promote-from-within culture** recognizes high performance, and we offer diverse career paths across the organization for those with the talent and will to advance.

WESTERN OVERVIEW

Western Forest Products is a leading forest products company that sustainably manages forests and manufactures high-quality wood products. Headquartered in Vancouver, British Columbia with operations in the coastal region of BC and Washington State, Western meets the needs of customers worldwide with a specialty wood product focus and diverse product offering.

Our commitment to health and safety, environmental stewardship and community engagement is core to how we do business at Western Forest Products.

Our approach to responsible business practices in all aspects of our business is multi-faceted. We adhere to and employ the most stringent environmental practices in the world. The steps we take to ensure the forests in which we operate are renewed and remain healthy and viable for future generations are mirrored in the care we take to make certain our communities continue to grow and prosper. This includes investing in communities where we operate and continuing to forge mutually beneficial relationships with First Nations in respect of their local and cultural interests.