

**Job Posting
Planning Administrator
TFL 6 Forest Operations**

THE OPPORTUNITY

Western Forest Products is hiring for a **Planning Administrator (1-year contract)** to join our **TFL 6 Forest Operations** team based in **Port McNeill**.

What You'll Do: As the Planning Administrator you will be responsible for providing administrative support the Forestry Planning Department at our Port McNeill Forest Operations. You will support the planning team with all engineering and silviculture related activities that occur within the department including managing the WFP database and uploading of required information into the Government database systems.

Who You Are: This is a great opportunity for someone with 1-2 years of experience in administration with a strong attention to detail and can-do attitude. You will ideally have strong computer skills with proficiency in Microsoft Excel and Word, and any experience in database management is a definite asset.

What We Offer:

- Salary range of \$48,000 to \$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*
- 3 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, BC. This position is for a 1-year contract.

RESPONSIBILITIES

- Provide support during the development of the annual engineering plans for the designated TFL;
- Provide support to the Planning team by monitoring the engineering activities within the database to ensure consistency;
- Monthly duties related to supporting various month-end processes. This may include, but is not limited to:
 - Database entry of road construction, depletion, and harvest production;
 - Update of F&B and planning status;
 - Monitor and update accruals;
 - Assist in the preparation of Outlook forecasts;
 - Assist in the processing of invoices;
 - Assist in the administration of the Waste and Residue program;

- Provide support for the preparation of monthly safety meetings;
- Daily duties may include but are not limited to:
 - Work with planners to prepare and submit Road Permits;
 - Prepare road use agreements and liaise with 3rd party users;
 - Assist in the coding and processing of invoices;
 - Preparation of harvest and road packages;
 - Filing for block and road information into digital or hardcopy files;
 - Submit notices to Government and outside agencies such as road reactivation, blasting notifications, radio whistle locations and Notice of Projects;
 - Update information related to waste and residue progress;
 - Update engineering documents as required (e.g. SOPs, SWPs, checklists, forms etc.);
 - Order supplies as required.
- Timely entry of data into the applicable database systems that are associated with silviculture activities. This may include, but is not limited to:
 - Planting, Surveys, Vegetation management, Burning, Site plans, and Post-harvest;
- Prepare silviculture amendments for review and sign-off;
- Work with GIS department to maintain spatial data;
- Provide support for the certification processes (CSA/ISO/SFI); and;
- Provide support with other WFP systems such as SNAP and Crystal reports.

QUALIFICATIONS

Education and Experience

- 1-2 years' experience in administration and database management preferred;
- Computer skills are required including proficiency with MS Office Suite of products.

Skills, Knowledge and Required Competencies

- Proven ability to work in a team environment with good communication skills;
- Basic working knowledge of legal regulations and requirements related to BC crown and private land forest operations an asset;
- Familiarity and knowledge of forest harvesting operations is an asset;
- General knowledge of engineering practices an asset; and;
- Experience with forestry software (CENFOR (GENUS), SNAP, Crystal reports) as well as technology (i.e. LiDAR) would be considered an asset.

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 products 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.