



A&A TRADING LTD.

Career Opportunity - Forestry Administrator

A&A Trading is currently seeking a self-motivated and organized individual to fill the role of Forestry Administrator at our Campbell River office. The Forestry Administrator will play a critical support role for both the field and management staff.

The Forestry Administrator will ensure we meet the administrative responsibilities for various types of tenures. The role will require knowledge, organization, and rigour in order to meet deadlines and deliverables for safety and environmental standards, client and company expectations, and provincial and federal legislative requirements.

QUALIFICATIONS:

- Strong organizational skills and attention to detail
- Strong computing skills with Microsoft Office applications
- Self-motivated, adaptable individual possessing excellent communication and interpersonal skills who is comfortable working in a team-based, results oriented environment
- Forestry experience and experience with forestry software such as ForestOps, Resources, LRM, and SNAP is considered an asset for this position

A&A Trading is a family business established nearly 40 years ago. We have grown from a small log brokerage firm into a medium sized forest management and log marketing company. We operate on Vancouver Island, the Mainland Coast, Haida Gwaii and Terrace on our own licenses as well as on behalf of our community and Indigenous partners.

Our diverse team of nearly 50 people is a dedicated and highly competent group of forestry, log trading, administrative, and accounting professionals. Our culture is defined by our independent, entrepreneurial and adaptable spirit which is guided by our principles of honesty, hard work, fairness and humility.

A&A offers a dynamic work environment, competitive salary, and benefits package with the opportunity of annual performance bonuses. If you are interested in joining our team, please submit your resume and references to jpollock@aatrading.com by February 5, 2021.

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