



Office Administrator Required

Renewable Forest Services Ltd. is a forest consulting company with offices in Campbell River and Port McNeill, British Columbia. We provide our clients with top quality personnel, focused on achieving a high level of quality production in the safest manner possible. We offer our employees a safe, productive and professional environment along with the industry's top wages, and flexible work schedules.

Renewable Forest Services Ltd. is currently looking to fill a permanent full-time Office Administrator position within our organization. The candidate chosen will work week days (Monday to Friday) out of our Campbell River office.

The successful applicant will hold the following qualifications:

- Have a high standard of verbal and written communication skills
- Experienced in Microsoft Word and Excel
- Experienced with payroll systems and invoicing
- Be familiar with SAFE certification requirements
- Experienced in developing and executing safety plans and procedures
- Must have quick problem solving and decision making abilities
- Own effective time management skills
- Able to communicate and work well with others in a professional environment
- Have a valid driver's license

Please submit your cover letter and resume, with references, in confidence to Renewable Forest Services Ltd. email: r-f-s@telus.net Please note only short listed applicants will be contacted.

