



Maintenance Administration Assistant

Canoe Forest Products Ltd., located near Salmon Arm BC has an immediate full-time opening for a Maintenance Administration Assistant to join our Canoe team. We are a forest harvesting and plywood manufacturing company located on Shuswap Lake and are a proud component of the Gorman Bros. group of companies.

Reporting to the Maintenance Manager, the successful candidate will organize all purchasing related activities; in conjunction with coordinating and maintaining the work order system, departmental timecards, and safety related duties. The ideal candidate will have a minimum of 2 years administrative experience in an industrial setting. **Key skills** of this position include but are not limited to:

- Digital File Management
- Accuracy and Efficiency
- Decision Making and Judgement
- Purchasing/Receiving as required
- Handling inventory cycle counts and VMI checks
- Maintaining work orders and order system
- Retaining records of inspections, safety etc.
- Assisting with tracking safety metrics
- Entering time cards
- Updating crew schedule
- Conducting Contractor Orientations as required.

QUALIFICATIONS:

- Administration Diploma or Certificate
- Two (2) plus years' administrative experience in an industrial setting
- Demonstrated Excel proficiency
- MS Office expertise
- Experience with work order systems
- Strong organizational skills
- Excellent time management skills
- Ability to prioritize and handle multiple tasks

Canoe Forest Products Ltd. offers a competitive salary and benefits package based on experience and qualifications. If you possess the skills and qualifications required for this challenging position, please submit your resume with cover letter, by October 20, 2017 or until the position is filled:

Human Resources Department, Canoe Forest Products Ltd.
Box 70 Canoe BC V0E 1K0
E: hr@canoefp.com F: 866-514-8773 www.canoefp.com

***Canoe Forest Products Ltd. thanks all applicants for their interest;
however, only those candidates selected for an interview will be contacted.***