

Lumber Reman – Admin Assistant

Southcoast Reman Ltd, a large custom wood products remanufacturing business has an immediate career opportunity for an Administrative Assistant to the General Manager. The incumbent will support the management group with inventory scheduling; processing of kiln drying and custom manufacturing files through to invoicing and basic accounting. Interested candidates should have experience in the following applications:

- Lumber inventory systems such as LISA, LumberTrack or MillTech
- Microsoft Excel and Word
- Competence with AP/AR functions
- Ability and interest in growing in accounting functions will be of significant interest

The candidate must also be detail orientated and effective at problem solving in a fast paced environment. This position will suit someone who is looking to help the operation grow through innovation and creativity and be a part of the future.

Monthly salary is based on experience and includes a competitive benefit package which includes a company match pension plan. This position offers the opportunity to continue to grow within the company to a more senior position for the right person.

Southcoast is an equal opportunity employer and consider all qualified applicants equally without regard to race, colour, religion, sex, sexual orientation, gender identity, national origin, veteran status, or disability status.

Interested persons should forward resumes or for further information, please contact:

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