



Position: Assistant Office Manager / Bookkeeper

Location: Duncan / Nanaimo, BC

Job Type: Full-Time / Part-Time

Salary: \$20 - \$28 an hour

Generous Forest Services (Genfor) is a full-phase natural resource management company based out of Southern Vancouver Island. Our headquarters is in downtown Duncan with satellite offices in Nanaimo and Port Alberni. Genfor services include but are not limited to forest management and consulting, engineering, silviculture site plans, timber cruising, and GIS analysis. We also offer contract supervision of harvesting, log marketing, and LIDAR drone services across coastal British Columbia. Our expanding client base includes community forests, woodlots, tree farm licenses, private landowners, and First Nation tenures. Genfor's mission is to provide professional services while maintaining a safe and respectable work environment for our employees.

Genfor is seeking an Assistant Office Manager / Bookkeeper to join our growing accounting support team. The ideal candidate will be self-motivated and work well independently while supporting company operations and staff.

Responsibilities

- Maintain office services by organizing operations and procedures; reviewing time sheets and summarizing for payroll preparation, correspondence with clients and crew; maintaining filing systems; approving supply requisitions and general clerical functions
- Accounts Receivable and maintaining overall office efficiency
- Implement office policies by establishing standards and procedures while measuring results with necessary adjustments
- Day-to-day data entry for A/P, A/R, reconciliations and reporting.
- Working closely with management reviewing and analyzing special reports; summarizing information; and identifying trends
- Maintain staff by recruiting, selecting, and orienting new forestry employees
- Contribute to overall team strength by accomplishing related tasks and functions as required
- Oversee the maintenance of the vehicle fleet
- Day-to-day inventory replenishment, ordering, and upkeep as required.
- Administrative support for senior management of requested tasks.

Preferred Qualifications:

- 5+ years of work experience in an administrative / office management role
- Post-secondary education in business administration or accounting is preferred but not required.
- A background or familiarity with forestry operations
- Well organized with strong written and oral communication skills
- Proficient in Microsoft Office with exceptional skill in the use of Excel and QuickBooks accounting software
- Ability to lift approximately 35 lbs. and climb up and down stairs.
- A valid BC driver's license with a clean abstract

Additional Skills:

- Network administration and troubleshooting
- Social media marketing and design experience or education

This is not considered a remote work opportunity



www.generousforest.ca

Nanaimo - Duncan - Port Alberni