



# **LITTLE RIVER RESOURCES LTD.**

**Western Forest Products (WFP)** is currently hiring an **Administrative Forester/Technician** via **Little River Resources**. The position is full-time with some flexibility and includes benefits. The position is based at the WFP office in Menzies Bay, ten minutes north of Campbell River, BC.

Little River is a private consulting firm that specializes in forest management on Vancouver Island. We have a 30-year working relationship with WFP and pride ourselves on our work ethic and ability to produce quality work, safely.

## **Position Details:**

This is a long-term contract position supporting the WFP Planning Department. Under the guidance of the WFP TFL Forester, the Administrative Forester/Technician plays a key role supporting the forest operations planning department. Candidates with less experience are encouraged to apply as training for this long-term career opportunity will be provided on the job.

## **Responsibilities:**

Duties for this position will be dependent on the candidate's experience and qualifications. There is an ability to cater the responsibilities of this role to the skillset of the successful candidate. Some responsibilities could include:

- Overall support of the planning department
- Preparation of forest management documents
- Completing and editing spatial data in support of the GIS department
- Supporting safety initiatives and communication within the planning department
- Operational planning support
- Liaise with government with respect to government submissions
- Database entry and management

## **Qualifications:**

### **Education and Experience**

- Computer skills, proficient with MS Office
- Experience in database upkeep and management

### **Desired Skills**

- Desire to work in a fast-paced team environment with good communication skills
- General knowledge of forestry planning practices would be an asset
- Experience with forestry software such as Cenfor, Arcmap, RoadEng as well as related technology (i.e. LiDAR)
- Enrolled with or eligible to enroll with the Forest Professionals BC

We are looking forward to filling this position as soon as possible. Only shortlisted candidates will be contacted. This posting will remain open until the position is filled.

Please submit your cover letter and resume in confidence via email.



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