



# ***LITTLE RIVER RESOURCES LTD.***

Little River Resources Ltd. (Little River) is currently hiring a **Planning Administrator**. The position is full-time with some flexibility depending on the candidate's circumstances. The position is based at the Western Forest Products (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.

## **What we offer:**

- Excellent team environment
- Competitive salary
- Employee benefits program

## **Position Details:**

This will be a long term contract position supporting WFP Planning Department. Under the supervision of the TFL Forester the Planning Administrator plays a key supporting role for the forest operations planning department. The incumbent's key responsibility is to support the planning team for all engineering related activities that occur within the department.

## **Responsibilities:**

### **Safety & Environmental Performance**

- Provide leadership in safety and environmental stewardship by supporting, demonstrating and ensuring the adherence to company safety and sustainability processes and procedures.

### **Financial Performance**

- Provide support during the development of the annual engineering plans for the designated TFL;
- Provide support to the Planning team by monitoring the engineering activities within the database to ensure consistency;
- Recommend effective and innovative strategies to drive cost efficiencies in the operation.

### **Operations**

- Monthly duties related to supporting various month-end processes may include, but is not limited to:
  - Database entry of road construction, TD, depletion, harvest production
  - Update of F&B and planning status
  - Monitor and update accruals
  - Assist in the preparation of production forecasts.
  - Assist in the administration of the Waste and Residue program
  - Provide support for the preparation of monthly safety meetings





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- Daily duties may include but not limited to:
  - Work with planners to prepare and submit road permits
  - Prepare road use agreements and liaise with 3<sup>rd</sup> party users
  - Preparation of harvest and road packages
  - Filing for block and road information into digital or hardcopy files
  - Submit notices to Government and outside agencies such as road reactivation, blasting notifications, radio whistle locations and Notice of Projects
  - Update information related to waste and residue progress
  - Update engineering documents as required (e.g. SOPs, SWPs, checklists, forms)
  - Order supplies as required
  - Work with GIS department to maintain spatial data
  - Provide support for the certification processes (CSA/ISO/SFI) and other WFP systems such as SNAP and Crystal reports
  - Assist with various business analyses related to the operation

## **Qualifications:**

### **Education and Experience**

- Computer skills, proficient with MS Office Suite of products;
- Experience in database management;

### **Skills and Knowledge**

- Proven ability to work in a fast paced team environment with good communication skills
- General knowledge of forest engineering and planning practices

### **Assets**

- Experience with forestry software (CENFOR (GENUS), SNAP, Crystal reports) as well as technology (i.e. LiDAR)
- Familiarity and knowledge of forest harvesting operations
- Basic working knowledge of legal regulations and requirements related to BC crown land forest operations

We are looking to fill this position as soon as possible. Eager candidates with lesser experience are encouraged to apply as training for this long-term career opportunity will be provided on the job. 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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