



Success for us is being proud of what we achieve and how we achieve it.

Mosaic Forest Management is a Canadian leader in sustainable timberlands management created through the affiliation of Island Timberlands and TimberWest (in 2018) and has operated on British Columbia's Coast for more than 100 years. We strive to be a global leader implementing the latest innovations and technologies across our operations, with our people and their safety and wellness as our highest priority.

The Opportunity

Mosaic is seeking a **Purchasing Administrator** to work out of our Nanaimo office on Vancouver Island, British Columbia.

The Role

Reporting to the Commercial Accountant, the Purchasing Administrator will support the administration of the log purchase program. Specific responsibilities include, but are not limited to:

- > Administering purchase contracts including entering contracts, verifying purchase loads, processing contractor invoices and payments, and responding to requests and inquiries;
- > Supporting accounts payable processes;
- > Tracking and reconciling balance sheet accounts;
- > Preparing internal reports and maintaining tracking sheets;
- > Communicating with vendors; and
- > Supporting purchase projects.

Required Skills and Experience

- > High school graduation or equivalent;
- > Experience in office administration and/or accounting;
- > Proficiency in Microsoft Office computer applications, including Word and Excel;
- > Strong interpersonal, verbal and written communication skills;
- > Strong attention to detail;
- > Strong organization and work prioritization skills;
- > Comfortable working in team-based environments;
- > Office administration or accounting certificate, diploma or equivalent preferred, but not required; and
- > Forestry industry experience preferred, but not required.

What You Get

Living on Vancouver Island surrounded by the Pacific Ocean on the west Coast of Canada. We offer a comprehensive and competitive benefits package which includes a company pension, health and dental coverage, accident and disability insurance, paid vacation and health and wellness incentives along with several other benefits and perks.

To Apply

Please submit your cover letter and resume to careers@mosaicforests.com. Use "Purchasing Administrator – YOUR NAME" in the subject line. This posting will remain open until filled.

About Mosaic

Mosaic Forest Management manages the forest planning, operations, and product sales for TimberWest and Island Timberlands delivering sustainable forest management within their private forest lands and Crown tenure areas. All forest lands are certified under the Sustainable Forestry Initiative (SFI).

Mosaic employs several thousand people directly and indirectly to achieve strong economic, social and sustainable outcomes from the working forest. We are Canadian owned by major Canadian public service pension funds.

Mosaic was the first forestry company in BC to achieve Progressive Aboriginal Relations Bronze Certification and then Silver Level Certification. Also, the first forestry company in the world to include the supply chain in its carbon accounting and recently certified by the Carbon Trust for our carbon accounting across the company's entire supply chain.

We are an equal opportunity employer committed to diversity and inclusion and welcome all interested applicants to apply.

To learn more, visit MosaicForests.com.