

Island Timberlands LP

LOG SALES ADMINSTRATOR

Island Timberlands LP has an opening for a Log Sales Administrator. This is a permanent full-time position located in our Nanaimo office.

DUTIES:

As part of the finance team, the Log Sales Administrator is responsible for daily management of the documentary process involved with log sales and purchases. Key tasks include:

- Ensuring available booms are advertised accurately and on time.
- Generating, validating, and distributing log sales invoices.
- Handling all documentary aspects related to permitting for ships and barges.
- Interacting with Customs Brokers and Government as required.
- Providing vacation coverage for Letters of Credit role and for Scaling Specialists.

QUALIFICATIONS:

- Prior administrative responsibility and proficiency in MS Excel and Word
- Understanding of coastal logging would be highly beneficial
- Data management and letter of credit experience is preferred
- Familiarity with the 3LOG LIMS package would be an asset
- The ideal candidate is a well organized team player with a strong service commitment and a proven track record of delivering timely and accurate work. This position offers the potential to progress within the company.

THE COMPANY:

Island Timberlands LP is a private timberlands business focused on growing, harvesting, and delivering high quality timber and other forest products from coastal British Columbia for a broad customer base.

For more information visit our website at www.islandtimberlands.com

Please direct your resumes to

opportunities@islandtimberlands.com

Closing date is February 13, 2012

Only those selected for interviews will be contacted.