



Administrative Associate Full-Time

Campbell River Region
Campbell River

Monday October 5, 2026

\$26 - \$30/ hour (\$55,000.00 To \$65,000.00 Annually)

Company: Western Forest Products

Website: <https://www.westernforest.com/careers/>

Industry: Management/ Administration

Remote/Camp Based Job: No

How to apply:

Please apply directly at:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=03e232f7-4ad2-44ca-9e5d-fa35c31b335a&cclid=19000101_000001&type=JS&lang=en_CA&selectedMenuKey=CareerCenter&jobId=521554

Expiry Date:

Monday, October 19, 2026

Details:

THE OPPORTUNITY Western Forest Products is seeking an Administrative Associate to join our office team in Campbell River, BC! This position supports the day-to-day effectiveness of the office while providing administrative support to the Planning and Maintenance departments and, depending on the successful applicant, other areas of the business. What You'll Do: You will provide professional reception and office support, maintain accurate records, assist with planning and maintenance administration, and help teams complete recurring reporting and operational tasks. Depending on the successful applicant's skills and interests, the position may also support other departments, including Finance, as required. Who You Are: You are organized, dependable and comfortable balancing varied priorities. You communicate professionally, pay close attention to detail and enjoy learning new systems. You work well with others and are interested in building a broad understanding of how a forest products business operates. What We Offer: • Salary range of \$55,000 - \$65,000 based on skill level, qualifications and experience • Annual incentive plan • Pension plan contributions - Western contributes 7% toward a pension plan, with no employee matching required • Extended health and dental benefits - Western pays 100% of employee monthly premiums • Three weeks' vacation to start • Employee and family assistance program • Financial support for learning and development opportunities Work Environment: This position is performed in person at our Campbell River office. RESPONSIBILITIES Key

responsibilities may include the following: Reception and Administrative Support • Greet and assist visitors, clients and vendors in a professional manner; • Manage incoming calls and correspondence and direct inquiries as appropriate; • Maintain office supplies and help keep reception and shared work areas organized and welcoming; • Support scheduling, filing, document control and other administrative requirements; • Prepare and format reports, correspondence and spreadsheets using Microsoft Word and Excel. Maintenance Department Administrative Support • Provide administrative and document-control support to the Maintenance department; • Assist with maintaining maintenance records, schedules, work documentation and related files; • Support the preparation, coding and processing of purchase orders, invoices and other maintenance documentation; • Help coordinate information with employees, contractors, vendors and other departments; • Enter, verify and maintain information in applicable company systems and help ensure data integrity; • Assist with maintenance reports, tracking and other departmental requirements as needed. Planning Administration Monthly and recurring duties may include: • Enter road construction, timber development, depletion and harvest production information into business databases; • Update F&B information, planning status and accruals; • Assist in preparing Outlook forecasts and processing invoices; • Assist with administration of the Waste and Residue Program; • Provide support for monthly safety meetings. • Daily and project-based duties may include: • Work with planners to prepare and submit road permits; • Prepare road use agreements and liaise with third-party users; • Prepare harvest and road packages and maintain block and road information in digital and hard-copy files; • Submit notices to government and external agencies, including road reactivation, blasting, radio whistle location and Notice of Project notifications; • Update Waste and Residue progress information and engineering documents such as standard operating procedures, safe work procedures, checklists and forms; • Work with the GIS department to maintain spatial data and create maps for planning activities; • Support certification processes, including CSA and SFI requirements; • Support LRM data management and other Western systems such as SNAP and Power BI. Other Departmental Support • Provide administrative support to other departments as business needs arise; • Depending on the successful applicant's experience, capabilities and interests, this may include supporting the Finance group with data entry, invoice processing, reporting or other administrative activities. YOUR CAREER At Western

Forest Products, we believe our most significant asset is our people. Investing in our people brings value and success to our business, supporting a safe, engaged, productive and continuously improving workplace. This role is designed to provide broad exposure to planning, maintenance, office administration and potentially other departments across the organization. As the successful incumbent develops experience, demonstrates performance and identifies areas of interest, the position may help build skills for future opportunities in a variety of career paths within Western, depending on individual strengths and business needs. We provide on-the-job learning and continuing development in many areas so employees can build the skills they need to succeed. Our promote-from-within culture recognizes strong performance and supports diverse career paths across the organization for those with the talent and interest to advance. WESTERN OVERVIEW Western Forest Products is a leading forest products company that sustainably manages forests and manufactures high-quality wood products. Headquartered in Vancouver, British Columbia, with operations in the coastal region of BC and Washington State, Western serves customers worldwide with a specialty wood products focus and diverse product offering. Our commitment to health and safety, environmental stewardship and community engagement is core to how we do business at Western Forest Products. Our approach to responsible business practices is multi-faceted. We employ stringent environmental practices and work to ensure the forests in which we operate are renewed and remain healthy and viable for future generations. We also invest in the communities where we operate and continue to build mutually beneficial relationships with First Nations in respect of their local and cultural interests.

Qualifications & Experience:

Skills Knowledge and Experience • Strong organizational and multitasking skills with close attention to detail; • Proficiency with Microsoft Office, including Word, Excel and Outlook; • Excellent verbal and written communication skills; • Ability to learn new software, systems and business processes quickly; • Experience in reception, administration, data entry, planning support or maintenance administration is an asset but is not required; • Experience with forestry software and technology, including LRM, SNAP, ArcGIS, Power BI, Crystal Reports or LiDAR, is an asset.
