



Office Assistant/Junior Accountant

CAPFOR is currently accepting applications for the position of Office Assistant/Junior Accountant.

CAPFOR is a specialized forest consulting company that manages several BC Coastal and Interior First Nations forest tenures where we offer full phase forest tenure management and professional forestry services. CAPFOR is a company that is dedicated to its employees and believes in a family setting. We offer a competitive compensation package, excellent benefits with a stable work environment.

Responsibilities:

- Answer phones and greet visitors in a professional and efficient manner
- Accurately enter data into our time program
- Manage office supplies and maintain office condition and appearance
- Filing and project binder preparation
- Assist with monthly client billings
- Assist the Controller with accounting duties
- Assist the Executive Assistant with accommodation, travel and supply arrangements for camp shifts
- Format and type contracts and reports

Requirements:

- Professional demeanor and an ability to communicate and work well with others
- Self-motivated and able to prioritize work load
- Proficient in MS Excel and Word
- A college diploma or equivalent, preferably in accounting
- Understanding of office procedures

Applications:

Please apply in confidence at <https://capacityforestmanagement.bamboohr.com/jobs/> with resume and cover letter.

Applications will be accepted until positions are filled.

CAPFOR management thanks all those who apply for the position; however, only those selected for interviews will be contacted. Applicants with lesser experience may be offered a different position. **Canadian residents will be given preference.**