

Job Posting
Shop Administrative Assistant
Port McNeill, BC

THE OPPORTUNITY

What You'll Do: We have an exciting opportunity for a Shop Administrative Assistant to join our Port McNeill Forest Operation in Port McNeill, BC. The Shop Administrative Assistant is responsible for providing administrative support to the Maintenance Superintendent.

Who You Are: Our ideal candidate brings 2-3 years office administration experience, is proficient in all Microsoft Office programs and has a high attention to detail. You are someone who enjoys working in a fast-paced environment where you can bring your exceptional interpersonal and organizational skills to the team.

Work Environment: This role is to be performed in person at our Port McNeill Forest Operation.

RESPONSIBILITIES

Safety and Environmental Performance

- Ensure all guests are registered and provided with safety briefing.

Operations

- Data entry and processing of daily timecards into the warehouse maintenance system;
- Tracking relevant data for equipment as required or requested by Supervisor(s)
- Participates in receiving & tracking of Accounts Payable invoices;
- Creating Work Orders;
- Receiving purchase orders;
- Closing completed work orders and purchase orders;
- Entering and maintaining equipment hours;
- Schedule equipment maintenance services;
- Prepare and compose documents and correspondence;
- Assist with invoice reconciliation;
- Receiving freight;
- Warehousing work; and
- Miscellaneous duties: filing, scanning, word processing tasks.

QUALIFICATIONS

Education and Experience

- 2-3 years office administration or equivalent experience is preferred.

Skills, Knowledge and Required Competencies

- Excellent written and verbal communication skills;
- Proficient in Microsoft Office (Word, Excel and PowerPoint);
- Strong attention to detail;
- Superior etiquette with outstanding interpersonal skills;
- Friendly, approachable, passionate, committed and dynamic presentation and attributes welcome.

LIVE WORK PLAY

North Island

Living on Vancouver Island North is an opportunity wrapped in a lifestyle. Affordable homes, diverse careers, safe and strong communities, and endless outdoor activities are present. Vancouver Island North is one of British Columbia's most abundant and diverse natural resource regions where you can enjoy world class fishing and hunting, AMAZING skiing at Mt. Cain and so much more when it comes to the world of outdoor recreation.

To learn more about Vancouver Island North click [here](#) and [here](#).

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, ensuring a safe, engaged, productive and continuously improving workplace. We offer challenging opportunities working alongside the best in the industry to meet your career and professional development goals while providing competitive total rewards and recognition.

We provide a variety of **on-the-job training** and **continuing education** in many areas at Western to ensure you have the skills you need to succeed. Our **promote-from-within culture** recognizes high performance and we offer diverse career paths across the organization for those with the talent and will to advance.

Our **total rewards offering** including **competitive pay, performance bonus, pension plan, benefits** and other programs designed to support our employees.

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 meets the needs of 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 in all aspects of our business is multi-faceted. We adhere to and employ the most stringent environmental practices in the world. The steps we take to ensure the forests in which we operate are renewed and remain healthy and viable for future generations are mirrored in the care we take to make certain our communities continue to grow and prosper. This includes investing in communities where we operate and continuing to forge mutually beneficial relationships with First Nations in respect of their local and cultural interests.