



Barriere, BC

ADMINISTRATION ASSISTANT

Roles/Responsibilities

To provide administration support in an efficient and effective management of the Woodco business. This includes, but not limited to, the following duties:

1. Production - gather daily production sheets and tags, input new tags into Milltech and delete consumed tags, review production sheets, correct errors and email to managers. Update work order spreadsheet with daily production.
2. Shipping - assist in completion of load plans, assist with truck loading, gathering tags for the truck, ensure that order is correct on the truck, creating and print delivery slips.
3. Lumber Yard/Inventory Management - complete monthly inventories within the Milltech management system. This includes package count and tally done every 3rd month and computer compiled inventories done monthly.
4. Human Resources - assist in "on boarding" new staff and organize weekly/daily crew plans/schedules. Gather and do precheck of timesheet for review and approval by Managers.
5. Administration - answering phone, supporting local sales, coding purchase invoices, and month end inventories.
6. Office organization and cleanliness - maintained daily with a full clean once per week.
7. Other duties assigned.

You should have:

- Initiative and an intuitive ability
- Self-direction and an ability to work with limited direct supervision
- The ability to effectively interact with senior managers
- Excellent verbal and written communication skills
- Proven problem solving, management and leadership skills
- The ability to work in teams and provide leadership in business administration
- Good computer knowledge with experience in Microsoft excel and word

Shift

Daily - start time 8:30am - end time 4:30 - 8hrs per day
Weekly: 4-5 days per week - some flexibility

Pay: \$19-21 per hour depending on experience

Reporting to: General Manager - John Drew

Other Contacts

- Log Yard/Bandmill Manager: Rod Fowler
- Sales/Shipping Manager: Alan Brown
- Scragg Mill/Maintenance Manager: Jason Drew
- Administration Manager - Kyla Morrison

How to Apply

Please email a resume to Kyla Morrison - Administration Manager by September 15th, 2024.
Email: kmorrison@forsite.ca.