



## **THICHUM FOREST PRODUCTS LP**

### **JOB POSTING – Administrative Forestry Clerk**

**Thichum Forest Products LP** (TFPLP) is a sustainable forestry company working under the **Tla'amin Management Services LP** (TMS) economic development umbrella in Tla'amin.

Thichum Forestry is accepting applications to fill the **'Administrative Forestry Clerk'** position. Forestry is the economic backbone of the Tla'amin Nation. Thichum values are built around the management of the quadruple bottom line – where social, cultural, environmental and economic values are all managed equally.

Thichum Forestry is looking for an energetic professional who likes wearing multiple hats and is able to perform a variety of administrative and leadership tasks. As the ideal candidate, you are experienced in handling a wide range of administrative and executive support-related tasks and are able to work independently with little or no supervision. This exciting role will require you to be a natural problem solver - taking on new tasks while learning and growing. The ideal candidate will be adept at, and energized by, working in a dynamic, high growth organization. You possess excellent attention to detail and accuracy, but you are flexible and don't sweat the small stuff. As the Administrative Forestry Clerk, you will have the ability to manage time, work independently and take initiative, as well as, have an exceptional ability to build trusted relationships with clients, leadership, crews and employees.

With the guidance of the GM and executive team, you will support this rapidly growing organization through the development and administration of office policies and processes, taking ownership of the space and creating a relaxed yet professional setting.

#### **Position Responsibilities**

- a. Supporting the forestry program in Tla'amin Nation
- b. Processing of Accounts Payables and Receivables
- c. Overseeing, maintaining and processing Log Sort slips, for Data entry
- d. Assisting General Manager (GM) of all any/all contracts, documents, correspondence
- e. Produce materials for meetings, training, variance and general reporting
- f. Be Frontline contact for all personnel (government, businesses, employees, etc.)
- g. Maintaining Data entry and electronic file organization
- h. Ensure compliance with Work Safe BC and ISN
- i. Provide operational support for GM, employees and fellow co-workers
- j. Discretion and respect for confidentiality

#### **Education, Training & Skills**

- a. Office Administration Diploma or equivalent experience and/or two years related working experience
- b. Excellent communication and interpersonal skills to communicate effectively with various groups, crews and individuals
- c. Positive attitude with excellent safety and work ethic.
- d. Strong working knowledge of Basic Accounting

- e. A high degree of competency in Microsoft Office Suite, particularly Outlook, Word and Excel
- f. Comfortable with video conferencing with MS Teams, Zoom, etc.
- g. Social media savvy
- h. Ability to complete work without supervision and potentially under stressful conditions
- i. High level of integrity and professionalism
- j. Positive attitude and hard work ethic
- k. A valid Class 5 Drivers Licence required

- ❖ We offer competitive salary based on experience
- ❖ Hiring preference will be given to members of Tla'amin Nation. Our future is now.

Submit Cover Letter and Resume to:
Attention: Adam Culos/General Manager
Email: <a href="mailto:thichum@tmslp.ca">thichum@tmslp.ca</a>

**Deadline for Applications: April 26, 2022**

- *We appreciate the interest of all applicants, however, only those selected for an interview will be contacted. All applicants offered a position must successfully complete a background check.*