



Assistant Production Administrator

International Forest Products Limited is seeking an Assistant Production Administrator to join our Coastal Woodlands Division located in Campbell River, for a 15 month term contract. As a member of our Finance team, this position's key responsibilities include the processing of log scale information, tracking production volumes, and providing administrative support to quality control and accounting staff.

Qualifications include a minimum of two years relevant experience with all aspects of data administration, reporting and analysis, use of a computerized log scale system and advanced Excel skills. The ideal candidate will be a team player, detail oriented, able to multi-task and demonstrate the ability to meet tight deadlines. Preference will be given to qualified applicants who have a business or accounting diploma.

Interested candidates should email a current resume and cover letter to wendy.hamilton@interfor.com by January 27, 2012.

Thank you to all applicants; however, only the applicants selected for an interview will be contacted.