



JOB TITLE: Transportation Safety Program Assistant

REPORTS TO: Director, Transportation Safety

PURPOSE: Provide a range of organizational and administrative functions to support and deliver Council initiatives and activities with a focus on the Transportation Safety program.

COMPETITION #: 2012-1 This is a 0.5 FTE contract position.

CLOSING DATE: February 27, 2012

LOCATION: Prince George, BC

PRIMARY ACCOUNTABILITIES

Be a primary point of contact for internal and external telephone, e-mail and in-person interactions; provide prompt and courteous service to Council clients (forest industry licensees, contractors and workers), customers, agencies and the public.

Provide organizational and administrative support - manage information and files; prepare reports, enter data; track and update metrics, programs; coordinate accounts receivable/payable, receive payments; prepare and compile course materials; etc.

Work with TS staff to research, develop and circulate written materials for Transportation Safety publications (e.g. Rumbblings, Safety Alerts, articles) as well as promotional materials, advertising, policies, press releases, etc.

Administer databases (e.g. VIN program, Council information system) and spreadsheet tracking tools; contribute to building process efficiencies; coordinate uploading and information updates to Council website.

Participate in the planning, creative design and implementation of programs, projects and services.

Coordinate reliable operation of office equipment, systems and facilities; coordinate work flow.

Coordinate internal and external meetings, events, conferences and other Council activities; as required, attend / record such events as a Council representative.

Coordinate travel arrangements and scheduling for northern Council staff.

Participate in coordination and management of the internal safety program.

SKILLS AND EXPERIENCE

- Minimum of 3 – 5 years related administrative experience
- Forestry-related industry experience and knowledge is considered an asset
- Strong work planning, time management and organizational skills.
- Effective technical writing and verbal communication skills
- Self starter and driven. Can work with minimal direction and oversight
- Strong computer skills; Word, Excel, Outlook, Access and PowerPoint

Please submit your resume and cover letter to the attention of:
Rick Walters, Director Transportation & Northern Safety walters@bcforestsafe.org