



## BC Forest Safety

Safety is **good** business

**JOB TITLE:** Transportation Safety Program Assistant

**REPORTS TO:** Manager, Transportation and Northern Safety

**COMPETITION #:** 2018-01

**CLOSING DATE:** February 28, 2018

**LOCATION:** Prince George, BC

### 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.

### Primary Responsibilities

- Provide organizational and administrative support - manage information and files; prepare reports, enter data; track and update metrics, programs; coordinate accounts receivable/payable, receive payments; etc.
- 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.
- Work with the Director and Manager and have an integral role in implementing the Transportation Safety (TS) program.
- Administer databases (e.g. VIN program, Council information system) and spreadsheet tracking tools; contribute to building process efficiencies.
- Coordinate internal and external meetings, events, conferences and other Council activities; as required, attend / record such events as a Council representative.
- Coordinate and communicate TS programs, services and tools.
- Research, develop and circulate written materials for Transportation Safety publications (e.g. Rumbblings, Safety Alerts, articles) as well as promotional materials, advertising, etc.
- Research, develop, update and monitor content and materials on the TS website.
- Develop and coordinate TS promotional materials and communications in concert with Council broader communications strategy.
- Actively engage with the forestry community: employees, contractors, Licenses, agencies, regulators and the public to support and facilitate effective dialogue, cooperative initiatives, and shared solutions.
- Provide support for Council programs: training programs; assist SAFE Companies clients; respond to various public enquiries, etc.

## **QUALIFICATION PREFERENCES**

- 1 – 3 years of related administrative experience
- Forest industry knowledge / experience 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 send your resume to the attention of: [careers@bcforestsafe.org](mailto:careers@bcforestsafe.org)