



**Forestry Innovation  
Investment®**

### **ADMINISTRATION & PROGRAMS ASSISTANT**

One year term employment - maternity leave replacement

Forestry Innovation Investment Ltd. (FII) is a B.C. Crown agency with a mandate to develop and diversify markets for B.C. forest products around the world. Detailed information about FII is available on our website at [www.bcfii.ca](http://www.bcfii.ca).

FII has an exciting one year employment opportunity for an administrative professional to provide a variety of administrative and communication programs support in our Vancouver office. We are looking for a high energy individual with excellent office and interpersonal communication skills who understands the importance of being a team player offering integral support to the team.

The ideal candidate will have excellent written and oral communications skills, a great customer service attitude, along with crackerjack computer skills to complete various desktop design projects. Experience with a central file management system would be a very helpful asset. Ability to multi-task, great organizational and time management skills and a commitment to a collaborative team approach are required.

Prior to applying, please read the job description and list of responsibilities located at [www.bcfii.ca](http://www.bcfii.ca) under the employment opportunities section.

Please send your resume and cover letter outlining your experience and salary expectations to [HR@bcfii.ca](mailto:HR@bcfii.ca) before **March 23, 2017**.