



Forestry Innovation Investment®

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 as well as promote provincial forest practices and the environmental merits of wood products.

**OFFICE AND HUMAN RESOURCES ADMINISTRATOR
TEMPORARY FULL-TIME (APPROXIMATELY 18 MONTHS)**

FII is excited to offer a temporary full-time maternity leave contract for an Office and Human Resources Administrator to work collaboratively with staff across our organization. This role is on-site Monday to Friday 8:30am to 5pm at our office in the heart of downtown Vancouver.

POSITION PURPOSE:

The Office and Human Resources Administrator sets a positive tone and provides outstanding customer service in all interactions with current and prospective employees and clients alike. The incumbent is responsible for corporate services administration to ensure cohesive support to all Head Office departments. They apply initiative and good judgment to identify and support human resources programs and practices and work closely with the Director, Human Resources for ongoing development and implementation of HR policies, procedures, organizational systems, and program development.

SCOPE:

Reporting to Manager, Corporate Services, the Office and Human Resources Administrator is a vital point of contact and support for the efficient and effective operation of FII's Head Office located in the heart of downtown Vancouver. The incumbent, with limited supervision, is responsible for supporting across all program areas of the FII Head Office. Located in the front office, the position is responsible for the coordination of all company training, travel, and the provision of general office administrative support. In addition, the position provides human resources administration and resource support for staff in Canada as well as the international subsidiaries.

EDUCATION AND EXPERIENCE:

- Bachelor's degree preferred with preference for human resources or business administration focus;
- Minimum of two years experience working in an office environment required;
- Experience and/or education in human resources is an asset;
- Experience in marketing or human resources preferred;

- Computer literacy with good typing, formatting, and experience with word processing, project management and database applications;
- Excellent written and communication skills;
- High level of initiative, judgement, and organizational skills to support a cross-section of program areas;
- Effective use of resources and balancing multiple, shifting, and conflicting priorities;
- Judgement, tact, and discretion in dealing with confidential or sensitive issues.

WE OFFER:

- A collaborate, diverse and inclusive team environment;
- Competitive salary and pension;
- Opportunities for professional development and personal growth;
- Robust extended health and dental package with a substantial health care spending account and wellness allowance;
- 4 weeks paid holiday, paid sick days, paid professional development days, etc.

If you have the relevant experience and are committed to a collaborative team approach, we would like to hear from you. Please apply with resume along with your salary expectations to Amy Le at Amy.Le@bcfii.ca. Before applying, please go online to www.bcfii.ca to view the full job description. The posting will remain online until the position has been filled.

FII is committed to providing a healthy, safe and inclusive workplace where respect and diversity are recognized assets. FII encourages and welcomes applications from qualified; women, visible minorities, Indigenous Peoples, individuals with disabilities, persons of any sexual orientation or gender identity, and all people committed to meaningful work that makes a difference.