



Success for us is being proud of what we achieve and how we achieve it.

Mosaic Forest Management is a Canadian leader in sustainable timberlands management created through the affiliation of Island Timberlands and TimberWest (in 2018) and has operated on British Columbia's Coast for more than 100 years. We strive to be a global leader implementing the latest innovations and technologies across our operations, with our people and their safety and wellness as our highest priority.

The Opportunity

Mosaic is seeking an **Operations Administrator** for a 2 year intern role, in support of the [Indigenous Intern Leadership Program](#), to work out of our Nanaimo or Nanoose Bay office on Vancouver Island, British Columbia.

The Role

Reporting to the VP Operations, the Operations Administrator will support the Operations group with a range of administration related tasks. Specific responsibilities include but are not limited to:

- > Assisting with the preparation of presentations, reports and other materials;
- > Supporting external reporting processes;
- > Preparing and editing correspondences, communications, presentations and other documents;
- > Organizing and maintaining databases;
- > Updating tabular and spatial data in the Forest Information System;
- > Filing and retrieving documents and reference materials;
- > Arranging and co-ordinating meetings and events;
- > Recording, transcribing and distributing meeting minutes;
- > Monitoring, screening, responding to and distributing communications;
- > Liaising with internal staff at all levels; and
- > Co-ordinating project-based work.

Required Skills and Experience

- > Post-Secondary education with a focus on office administration;
- > Proficiency in Microsoft Office products including Word and Excel;
- > Superior organization, attention to detail, and time-management skills;
- > Related work experience within the Forestry Industry is preferred but not required;
- > Ability to work in team-based, collaborative environments; and
- > Action and results oriented.

What You Get

Living on Vancouver Island surrounded by the Pacific Ocean on the west Coast of Canada. We offer a comprehensive and competitive benefits package which includes health and dental coverage, accident and disability insurance along with several other benefits and perks.

Eligibility Criteria

Mosaic Forest Management is committed to fostering the talent of young and emerging Indigenous Peoples. **To be eligible to apply for this Intern position, you must be Indigenous (First Nations status or non-status, Métis, Inuit).**

To Apply

Please submit your cover letter and resume to careers@mosaicforests.com by September 3, 2021. Use "Operations Administrator – YOUR NAME" in the subject line.

About Mosaic

Mosaic Forest Management manages the forest planning, operations, and product sales for TimberWest and Island Timberlands, delivering sustainable forest management within their private forest lands and Crown tenure areas. All forest lands are certified under the Sustainable Forestry Initiative (SFI).

Mosaic employs several thousand people directly and indirectly to achieve strong economic, social and sustainable outcomes from the working forest. We are Canadian owned by major Canadian public service pension funds.

Mosaic was the first forestry company in BC to achieve Progressive Aboriginal Relations Bronze Certification and then Silver Level Certification. Also, the first forestry company in the world to include the supply chain in its carbon accounting and recently certified by the Carbon Trust for our carbon accounting across the company's entire supply chain.

We are an equal opportunity employer committed to diversity and inclusion and welcome all interested applicants to apply.

To learn more, visit MosaicForests.com.