

Position: Project and Training Coordinator

Position Type: Permanent/Full-time

Location: In Office, Campbell River (remote applicants considered)

WHO WE ARE

Integrated Operations Group Inc. (IOG) is a growing full-phase forest development firm based on Vancouver Island tailoring primarily to the forestry, construction and utility industries. We specialize in steep, remote, constrained and all-around challenging forestry projects with a focus on value rather than volume. Our team consists of professional foresters, certified arborists, fallers, tree climbers, forest engineers and other resource professionals.

THE OPPORTUNITY

IOG is seeking a dynamic and motivated individual to fulfill the role of **PROJECT & TRAINING COORDINATOR** as part of the Administrative Team at our Head Office in Campbell River. Remote applicants will be considered. Reporting to the Operations and Office Managers, this role is multi-faceted and diverse but will primarily focus on providing project logistical support to our field crews, training coordination, and worker training records management.

KEY RESPONSIBILITIES

- Support managers and field crews with project logistics, including sourcing and securing accommodations, travel, and supplies ordering and prep,
- Daily inputting of detailed data using Microsoft Excel,
- Update and track worker certifications and training records, coordinate and communicate training as needed,
- Schedule and attend regular meetings,
- Type up, format, and distribute meeting minutes using Microsoft Word,
- Accurately maintain detailed records of expenses according to correct project codes,
- Assist with preparation and monitoring of Receivables,
- Assist with fleet maintenance as needed, including scheduling and coordinating service appointments, taking vehicles to appointments,
- Some evening and weekend communications required to support crew logistics.

QUALIFICATIONS:

- Proficiency with Microsoft Word and Excel
- Excellent attention to detail
- Is flexible and adaptable to last minute changes
- Is organized and proactive with good time management skills
- Previous experience in a similar role an asset
- Possesses a Class 5 driver's license.

COMPENSATION

Compensation for this role is \$27 - \$31 per hour, commensurate on experience. IOG also offers a comprehensive benefits package and flexible work schedule.

PLEASE SEND RESUMES TO:

support@iogl.ca

The position is open until filled.