



## JOB OPPORTUNITY

### Local Sales and Salvage Coordinator

Position Type: Full-time, Permanent

Location: Haida Gwaii field position with minimal office time

#### POSITION SUMMARY

Taan Forest Limited Partnership (Taan), a subsidiary of Haida Enterprises Corporation (HaiCo) requires a highly motivated candidate to be part of its team. The Local Sales and Salvage Coordinator reports directly to the Contract Supervisor. Working in a team environment, you will coordinate with local businesses and entrepreneurs for all local log sales and salvage contracts.

Key Responsibilities:

- Coordinate salvage work including pre-work, contracts, invoicing, follow-up, inspections, and post-harvest year-end reporting
- Coordinate local sales including applications, log inventory, scaling, log inspections, invoicing, and boom cutoffs

#### KNOWLEDGE, SKILLS AND ABILITIES

- Excellent communication, problem-solving and organizational skills.
- Strong interpersonal skills and experience working as part of a team.
- Knowledge of Haida Gwaii and Haida culture.
- Intermediate level computer skills using Microsoft Suite.
- Ability to lift 50 pounds, and able to stoop and bend.
- Valid Class 5 driver's license.

#### TRAINING, EDUCATION AND EXPERIENCE

- Experience working in logging operations is desired.
- Log grading and scaling will be considered an asset.

#### HOW TO APPLY

Please forward your resume and cover letter to [info@taanforest.com](mailto:info@taanforest.com) with the subject line *Local Sales and Salvage Coordinator*. Preference will be given to qualified Haida applicants. Only applicants to be interviewed will be contacted. **Application deadline January 10, 2022.**