



Where ideas work

Business Administrator

Salary \$43,676.10 - 49,557.41 annually

An excellent career building opportunity for a self-motivated, multifaceted contract and tenure administration specialist

The Business Administrator provides specialized technical and administrative services for the Timber Sales Office (TSO) and related field teams in support of a competitive auction process for marketing crown timber to establish a credible reference point for timber pricing and operating costs. This position prepares a wide variety of contracts and tenures, provides financial administration and maintains a variety of systems and services integral to meeting TSO operational goals and objectives.

As the Business Administrator, you enjoy working in a flexible, team environment with a focus on client service. You have the ability to assess risk and make recommendations with the understanding and comprehension of the legislation, policy & procedures. You work well with others, have attention to detail, and the ability to coordinate conflicting priorities to meet tight deadlines.

If you are seeking a multifaceted role in business administration and thrive in a high volume environment, we look forward to your application.

To learn more about this opportunity, please contact Sandie Cartie by email at Sandie.Cartie@gov.bc.ca.

DO NOT APPLY TO THIS EMAIL.

This position is located in Vernon. [Vernon](#) has a population of 36,000 and is the commercial hub of the North Okanagan. Nestled in the grassland hills and surrounded by three lakes, the city boasts year round recreation opportunities that make it an attractive location for residents and tourists alike.

For more information on this exciting career opportunity including how to apply by February 18th 2014, please visit: <https://search.employment.gov.bc.ca/cgi-bin/a/highlightjob.cgi?jobid=18227>