

# Job Opportunities with Four Nations Forestry (4NF) LP

## **General Manager (Part-Time)**

### *Primary Responsibilities:*

- Directs and coordinates activities of the forestry services crew
- Aids Bookkeeper in administrative duties
- Responsible for recruiting, interviewing and hiring of staff
- Responsible for securing work contracts and negotiating with clients
- Responsible for logistical planning and operations
- Responsible for ensuring ongoing viability of 4NF
- Reports directly to the Board of Directors on a monthly basis

### *Eligibility Requirements:*

- Excellent communication and team motivation skills
- College diploma or university degree in business administration, business management, economics or another relevant field
- 5 years' experience in business management
- Valid G Driver's License and access to a personal vehicle

## **Bookkeeper (Part-Time)**

### *Primary responsibilities:*

- Accurately record all day-to-day financial transactions of the company
- Process accounts payable and receivable
- Process payroll and submissions
- Manage invoices and tax payments

### *Requirements:*

- Excellent numeracy and organization skills
- Use of Microsoft Excel and Microsoft Word
- 2 years previous experience in bookkeeping
- Familiar with accounting software packages, preferably Simply Accounting or QuickBooks

*If you are interested in these job opportunities, please send your resume to:*  
[lrhaessler@gckconsulting.ca](mailto:lrhaessler@gckconsulting.ca)

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## Crew Supervisor (Full-Time/Seasonal)

### *Primary Responsibilities:*

- Train crew members
- Lead crew members on work site on a daily basis
- Monitor productivity and encourage crew members to meet daily targets
- Coordinate work schedules and activities with assistance from General Manager
- Transport team from meeting location to work sites.

### *Job Requirements/Qualifications:*

- Strong team coordination, communication and leadership skills
- Reliable, prompt and safety orientated with a willingness to learn
- Physically fit and willing to work in all weather conditions (able to lift up to 50 lbs, able to work on feet for extended periods of time)
- Have experience in map reading/navigation, knowledge of GPS, able to map features in the field
- Possess good problem solving skills, ability to adapt quickly to changes in work plans
- Possession of a valid Ontario Drivers Licence class "G"

## Silviculture Crew Members (Full-Time/Seasonal)

### *Primary Responsibilities:*

- Perform forestry activities as instructed by Crew Supervisor
- Work efficiently and cooperatively with other crew members
- Arrive at meeting site reliably and on-time

### *Job Requirements/Qualifications:*

- Be reliable, prompt and have a willingness to learn
- Physically fit and willing to work in all weather conditions (able to lift up to 50 lbs, able to work on feet for extended periods of time)
- Able to work independently or with a partner as a valuable member of the Nedaak team
- Have experience in map reading/navigation, knowledge of GPS, able to map features in the field
- Be safety orientated
- Have some experience in map reading/navigation

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