

Forest Products Support Officer

- Family friendly work conditions
- Learning and collaborative culture
- Conveniently situated, modern office

Sustainable Timber Tasmania (STT) is seeking a Support Officer to join its Forest Products team on a fixed term, part time (4 days per week) or full time basis for 12 months.

We manage approximately 800,000 hectares of public production forests which provide vital environmental, economic and social benefits for all Tasmanians. It is our business to ensure that these benefits are sustainably managed for current and future generations.

Based in our Hobart office, the Forest Products Support Officer provides administrative assistance to the Assistant General Manager and the Forest Products team.

Selection Criteria:

- Excellent Microsoft Office, data entry and database management skills
- Knowledge of/experience in the heavy transport Industry will be highly regarded
- Strong numeracy, literacy and attention to detail
- Demonstrated time management and planning skills
- Ability to deliver within agreed timeframes
- Ability to build strong working relationships with colleagues and contractors with excellent verbal and written communication skills
- Ability to accurately assist with report compilations under pressure
- A commitment to safe work practices

How to Apply:

Please refer to our website for the full position description and further information.

<https://www.sttas.com.au/about-us/careers>

Please email your application to people@sttas.com.au by 9am, 24 July 2019.

Contact:

For a confidential conversation about the role please contact Alistair Hayward, Assistant General Manager Forest Products on 03 6169 2816 during business hours.

Applicants must be an Australian citizen or hold the right to live and work in Australia. The successful applicant will be subject to a pre-employment medical, a National Police Check and a 5 month probation period.