Southern New Brunswick Forest Products Marketing Board

# WOOD PURCHASE AND SALES

# OFFICE ADMINISTRATOR

SNB Forest Products Marketing Board is a respected woodlot owner organization located in south – central New Brunswick. SNB is the largest woodlot owner group in the province, representing over 8000 owners who collectively own more than one million acres of woodland.

Our organization is growing and we are looking for enthusiastic, talented individual to join our team as an **Office Administrator** to work within our **Wood Purchase and Sales Department.** This position will be based out of Sussex, NB.

**Key Responsibilities:**

- Administration of transportation certificates.
- Coordinating direct deposits and related documentation for clients.
- Generate monthly production and transaction reports.
- Collect and compile data from wood sales documents.
- Issuing payments to owners, producers and truckers.

**Qualifications and Experience**:

- Post-secondary education in the related field or equivalent experience.
- Experience with MS Office and Sage Accpac
- Experience in providing quality customer service.
- Data entry and word processing skills.
- Accuracy and attention to detail.
- Well organized

**Abilities:**

- Effective time management skills and an ability to multitask.
- Excellent written and spoken communication skills.
- Work effectively in both a team environment and independently.

**Application Closing Date:** November 6, 2026.

**Length of Employment:** Full-time, salaried.
Wages will be commensurate with the individual's ability, skills, and experience. SNBFPMB will also provide the successful candidate with a comprehensive health & benefits package.

Apply online by submitting your cover letter and resume to: snbmarketingboard@snbfpmb.ca
Please specify **Office Administrator Position** in the subject line.

The initial review of applications will begin on the deadline date for applying. Only those candidates selected for an interview will be contacted.
To learn more about SNBFPMB, visit our website: www.snbfpmb.ca