



Office Manager / Staff Forester
-or-
Office Manager / Senior Forest Technician
Job Posting 2018

The Smethport, Pennsylvania Office of FORECON, Inc. has an immediate opening for a highly-motivated Full Time Office Manager/Staff Forester or Office Manager / Senior Forest Technician.

Description:

The functional role of either position is to direct and coordinate the company's Smethport office for land management and consulting operations, including communications between assigned customers and Forecon, Inc.

Principal Duties Include:

- Management and oversight of long-term land management contracts
- Management and oversight of general consulting contracts
- General office management for the Smethport Office.
- Direct supervision of Forest Technicians and other Staff Foresters in the Smethport Office.
- This position requires fieldwork including but not limited to:
 - timber sale layout and administration
 - cruise layout and cruising
 - management plan development
 - timber marking
 - other duties pertaining to our current land management accounts, as well as industrial and private clients

Principal Requirements include:

- Bachelor of Science Degree in Forest Resource Management (Forestry) from an accredited school and 3+ years of practical field experience (for Office Manager / Staff Forester) or Associates Degree with at least 5 years of practical field experience (for Office Manager / Senior Forest Technician) is required. Management level experience and ACF or SAF Certified Forester designation is preferred.
- Must be familiar and competent in contracts and obligations, have knowledge of environmental laws and regulations, knowledge of silvicultural systems in Northern and Allegheny Hardwoods.
- Forest management expertise including familiarity with economic implications of forest management and standards of performance.
- Basic knowledge of maps and map projections.
- Must be competent in forest mensuration techniques including point sample, plot and 100% inventory methods.

- Basic knowledge of office software: Word; Excel; Access and PowerPoint.
- Self-motivated and able to work in a fast-paced environment.
- Ability and willingness to work out of town as assigned for 1-2 week time periods.
- Management level experience, SFI, FSC, and/or BMP training, and ACF or SAF Certified Forester designation is preferred.

A “Task and Duty Guide” for this position is available upon request. Pay and benefits are commensurate with skills and experience. Successful candidate may have periodic use of a company vehicle for business purposes at the discretion of the Director of Operations. Basic forestry equipment and professional dues are provided by the company. A strong work ethic, solid communication skills, an entrepreneurial spirit, and dedication to meet company and client needs are essential.

Future advancement opportunities within the company, when available, are solely dependent upon qualifications and a proven ability to complete work accurately and on time, as well as working with clients and staff in a professional and productive manner.

If you have any questions or want to send a resume, please contact careers@foreconinc.com

FORECON, Inc. is a multi-disciplinary full service consulting forestry firm operating out of six (6) offices throughout NY, PA and WV. Our corporate headquarters is located in Falconer, NY. Our clients include institutional investors, TIMOs, private, industrial and municipal forest landowners. Please visit our website: <http://www.foreconinc.com>.