

February 16, 2017

Position: Contract Administrator

The main responsibilities for this position: Hire and administer contracts with the independent contractors who work for Green Diamond. We have two positions open. One position will focus on the administration of contracts with independent contractors who specialize in road construction, improvements, maintenance and rocking. The other position concentrates on administration of independent contractors specializing in tractor, shovel and cable timber harvest methods. Must have knowledge of the California Forest Practice Rules and Timber Harvest Plan process to ensure contracts are administered safely, within regulations and assure commitments are met on time.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Bachelors' degree in Forest Management or equivalent work experience.
- 5 years' experience in a broad range of forest operations, including administering contracts, supervising logging operations employees.
- Valid CA driver's license.
- Must be able to successfully pass a qualifying course in ATV training.
- Working knowledge of the California Forest Practice Rules.
- Demonstrated negotiating skills.
- Proven skills at estimating logging productivity rates.
- Extensive knowledge of log values and scaling rules.
- Ability to be highly motivated and self-directed.
- Exhibits strong leadership skills. Works with integrity, trust and commitment, setting an example for others.
- Effective and professional relationships with co-workers within immediate work group, outside the immediate department, and with key contacts outside the company.
- Effective and productive communications skills; speaks well, communicates ideas clearly. Writes well, clearly and concisely. Is approachable and open to discussion.
- Conducts self in a professional manner at all times. Treats others with respect at all times.

Benefits include: Competitive wages based on experience and qualifications, bonus plan, vacation, paid holidays, health benefits package, 401k and a company vehicle for business use.

For complete job description and application process visit our website at www.greendiamond.com/employment

Email cover letter with resume to: CAJobs@greendiamond.com **Deadline to apply: February 27, 2017**