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**GreenWood Resources is growing and seeking a
Forest Management Systems Administrator
for our Portland, Oregon location!**

Position Title: Forest Management Systems Administrator
Position Location: Portland, Oregon (downtown)
Department: Resource Management Group
Immediate Supervisor: Resource Operations Manager
Target Start Date: July 1, 2017

HOW TO APPLY: <http://greenwoodresources.com/about/job-opportunities/>

DEADLINE TO APPLY: April 30, 2017

KEY FUNCTION OF POSITION:

Administer GWR's Forest Management System ("FMS"), an enterprise database for forest operations records storage, activity monitoring, and management of vendor payments. The FMS is housed on a Microsoft SQL Server platform and uses ESRI ArcGIS and Trimble Land Resource Manager technology. Job functions include database administration, data analysis, report development, design and execution of new modules and functionality, and technical support and training for GWR's global user base.

SUMMARY OF DUTIES AND RESPONSIBILITIES:

Day-to-day functions – administration and maintenance

- Supervises and administers the operations of GreenWood's FMS.
- Creates, edits and maintains FMS datasets.
- Produces data layers, maps, tables, or reports using spatial analysis and database procedures.
- Performs data quality control including, but not limited to, attribution checks and manages associated documents.
- Performs digital feature extraction from multiple data sources.
- Gathers functionality requirements and assists in detailed design and execution for new functionality.
- Collaborates in testing and maintenance. Releases new deployments of FMS.

Day-to-day functions – training and support

- Provides technical expertise and training to FMS users with mapping software, GIS equipment operations, download of data, and reporting.
- Plans and provides training for new local Operations teams as new portfolio assets are acquired.
- Works with field personnel to ensure timely and accurate data is obtained.

- Provides hardware and software support and investigates and resolves problems with FMS-related systems.
- Answers support calls and emails, logs support requests and troubleshoots user problems and issues related to FMS.
- Leads training efforts including creation and delivery of training materials.
- Documents techniques for editing and manipulating FMS data, including technical user manuals.

QUALIFICATIONS:

Core capabilities

- Proficient in SQL Server or Oracle database administration. Ability to create views, database procedures, data import/exports, backups and restores.
- Proficient with ArcServer, ESRI's Spatial Database Engine (SDE) Administrator, ArcGIS Desktop.
- Proficient with Trimble's Land Resource Manager software, or another comparable forestry information management platform.
- Familiar with operational forest business planning, including annual budgeting and forecasting of silvicultural and harvesting activities.

Additional requirements

- Proficiency with Microsoft Office Suite and Office 365, including Word, Excel, PowerPoint, Visio, Project, Access, Outlook, OneNote, OneDrive and SharePoint.
- Bachelor's degree from an accredited university in GIS, GIScience, Cartography/Geography, or Science/Engineering/Computer Science with an emphasis in GIS.
- Ability to travel domestically and internationally as required; expected 4 days per month.

Preferred

- Proficiency with 3Log's LIMS log accounting software
- Proficiency with Microsoft Dynamics software
- Proficiency with report development in Crystal Reports
- Proficiency in Spanish or Brazilian Portuguese

BENEFITS:

- Salary – commensurate with skills and experience
- Insurance: Medical, dental, vision, life, AD&D, and short-term and long-term disability
- 401(k) match
- Annual bonus program
- Flexible spending accounts (FSA)
- Generous vacation and sick time
- 10 paid holidays
- Transportation allowance
- Opportunities for ongoing education and growth

HOW TO APPLY: Submit letter of interest and resume via <http://greenwoodresources.com/about/job-opportunities/>

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ABOUT US:

GreenWood Resources, Inc. (GWR), was founded in 1998 and is a global timberland investment management company that acquires, develops, and manages sustainable, short-rotation hardwood timberland assets in addition to more traditional hardwood and softwood timberland assets. GWR specializes in creating value through the integrated deployment of improved plant material and intensive silvicultural management strategies to create attractive risk-adjusted returns in selected regions of the world. We focus on the science and technology of tree breeding and growth which distinguishes us from other timberland investment management organizations. GWR's core competencies include capital management, superior plant material, tree improvement methodologies, tree farm operations, and sales and marketing. These skills are uniquely integrated to produce superior, risk-adjusted returns for investments in forestry. GWR's strategy meets the growing demand for sustainably harvested trees and provides responsible environmental stewardship for renewable forest resources. Today, GWR is a subsidiary of the leading financial services provider, TIAA, and has more than 150 professionals with offices and field locations in North America, South America, and Central Europe. GWR currently manages approximately \$1.8 billion of assets or commitments.

NOTE: The above statements are intended to describe the general nature of work to be performed; they do not constitute an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

GreenWood Resources is an Equal Opportunity Employer