



Shasta-Sustainable Resource Management, Inc.
20811 Industry Rd.
Anderson, CA 96007
(530) 339-7600

Assistant to the Fuel Procurement Manager

Sustainable Resource Management is currently seeking an Assistant to the Fuel Procurement Manager.

Essential functions:

- *Assist in monitoring weekly fuel deliveries as compared to facility fuel forecasts.
- *Reviewing new fuel sources by collecting fuel samples for moisture and ash analysis.
- *Assessing new fuel supply opportunities, by verifying the THP or Exemptions to determine suitability to meet facility HHZ/SFM requirements.
- *Assist in the preparation of documents to support the preparation of fuel purchase agreements, such as reviewing the THP's Exemptions to provide the information required to prepare the Impact Sheet and HHZ/SFM Certification.
- *Monthly review of log source data from Coastal, TRL and SPI sawmills to support the preparation of the attestation reports to PG&E.

Qualifications:

- *5 years of professional Forestry experience
- *Proficient in Microsoft Office, Excel and Outlook
- *Proven skills for interacting with associates and contractors
- *Organizational skills and self-motivated
- *Ability to prioritize and strong time management skills
- *Valid Driver's license

Shasta- Sustainable Resource Management offers competitive wages, health benefits and 401K. Applications will be accepted through January 28, 2022, at Shasta – Sustainable Resource Management, 20811 Industry Rd. Anderson, Ca 96007, 530-339-7600, staylor@trlcmill.com

Shasta – Sustainable Resource Management is committed to EOE/AEE.