



**TIMBERLANDS**

## Harvesting & Marketing Analyst & Administrator

Timberlands is a leading Forest Management Company with particular expertise in forest management and operations on a significant scale. Based in Rotorua, Timberlands manage 190,000ha of pine plantations in the Central North Island on behalf of Kaingaroa Timberlands and other clients.

### **Purpose of the Role:**

We are seeking to appoint a Harvesting & Marketing Administrator. This role provides essential analytical and administration support to our H&M and Supply Chain teams.

### **Key accountabilities include:**

- Collection, checking and analysis of rates
- Tracking and administration support for our contractor performance incentive scheme
- Administering invoices and contracts
- Production reporting
- Reviewing finance reports
- Project work for new contracts and rates processes

### **Our ideal candidate will have:**

- Excellent attention to detail – with a high level of accuracy
- Effective time management abilities - managing deadlines and month-end processes
- Solid Excel skills - capable of using formulas and pivot tables to analyse data
- Effective interpersonal skills - able to facilitate good working relationships with others
- Process Improvement – looks for ways to create efficiencies

People make our business at Timberlands, as such we seek to offer an employment package that retains and rewards excellent people. Our employees enjoy working in a professional and co-operative team environment with access to great healthcare and insurance benefits, a flexible work-life culture and excellent professional development opportunities including work on some of our strategic projects.

This is a permanent full-time role in our Sala Street office. Applicants should have current eligibility to work in New Zealand and already be residing here. To find out more about the role or to request a job description please email [enquiries.timberlands@tll.co.nz](mailto:enquiries.timberlands@tll.co.nz).

To be considered for this role please email a copy of your CV and cover letter to [enquiries.timberlands@tll.co.nz](mailto:enquiries.timberlands@tll.co.nz) by **19 August 2022**. Applicants will be shortlisted during the advertising period.