



PO BOX 68
KORBEL, CA 95550

June 26, 2019

Position: Contract Administrator

The main responsibilities for this position: Hire independent contractors and administer their contracts.

This position concentrates on administration of independent contractors specializing in tractor, shovel and cable timber harvest methods. Will help administer contracts for road building and maintenance as needed. 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, good understanding of logging operations and supervising employees.
- Valid driver's license.
- 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.
- Exhibit strong leadership skills. Working 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. Shares knowledge with others and participates in mentoring.

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 apply online visit our website at www.greendiamond.com/employment

Or email cover letter with resume to: CAJobs@greendiamond.com **Deadline to apply: Job is open until filled**