



Employees who make a difference.

Timberland Manager for **TIMBERWEST** | **ISLAND**  
TIMBERLANDS

## Success for us is being proud of what we achieve and how we achieve it.

We are a Canadian leader in sustainable timberlands management, and we strive to be a global leader in implementing the latest safety innovations and technologies across our operations on the BC Coast. We are expanding our team, and invite you to join our modern, renewable resource company.

### The Opportunity

In support of the Indigenous Intern Leadership Program, Mosaic Forest Management is looking for an **HR Administrator Intern**, for a two-year work term, to work out of our Nanaimo, BC office.

### The Role

Reporting to the Director, People, the HR Administrator Intern will provide employee life cycle related administrative support services.

Specific responsibilities include, but are not limited to:

- > Providing HR administrative support including the Human Resources Information System (HRIS) day-to-day administration;
- > Responding to and facilitating HR service requests;
- > Drafting internal communications including employee letters and announcements;
- > Supporting the maintenance of HR policies and forms;
- > Supporting recruiting activities, including coordinating career fairs, drafting job postings, coordinating interviews and distributing interview materials;
- > Coordinating new hire onboarding activities including preparing information packages, coordinating schedules, conducting new hire orientations, and updating the HR system and employee records;
- > Coordinating offboarding activities including updating the HR system and employee records;
- > Coordinating and supporting HR related training activities; and
- > Supporting the implementation of HR projects and initiatives.

### Required Skills and Experience

- > Diploma or Degree in Business Administration, Human Resources or equivalent;
- > Excellent communication and interpersonal skills;
- > Strong attention to detail;
- > Ability to manage deadlines under pressure;
- > Proficiency with MS Word, PowerPoint, Excel; and
- > Strong writing and proofreading skills.

### What You Get

Bring your passion and we will provide the training and experiences. The successful candidate will share their existing knowledge with Mosaic Forest Management staff while gaining valuable on-the-job experience in human resources.

### Eligibility Criteria

Mosaic Forest Management is committed to fostering the talent of young and emerging Indigenous Peoples. To be eligible to apply for this Intern position, you must be Indigenous (First Nations status or non-status, Métis, Inuit).

### Application Submission

To apply, please submit your cover letter and resume to [careers@mosaicforests.com](mailto:careers@mosaicforests.com). Use "HR Administrator Intern – YOUR NAME" in the subject line. This posting will remain open until filled.

### About Mosaic Forest Management

Mosaic Forest Management is the timberlands manager for TimberWest and Island Timberlands – two affiliated companies that have operated on Vancouver Island for over a century, delivering sustainable forest management within their private forest lands and Crown tenure areas. Mosaic employs several thousand people directly and indirectly



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striving to achieve the best economic, social and sustainability outcomes from the working forest. For more information, visit [mosaicforests.com](https://mosaicforests.com).