

Department: Procurement**FLSA Status:** Exempt**Reports to:** Procurement Manager**Date:** October 25, 2018**POSITION SUMMARY:**

The Procurement Forester is part of our Procurement team. This team is responsible for the procurement of logs and timber to supply AAA Hardwoods with enough raw materials to produce 7 million board feet of lumber annually.

ESSENTIAL FUNCTIONS:

The duties identified below are the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Conduct activities in a safe manner, follow corporate safety guidelines and requirements, use personal protective equipment and proactively address any unsafe conditions observed. Maintain housekeeping and safety compliance, inspection ready at all times
- Cruise and mark timber to be harvested.
- Assess timber for value during bidding process.
- Communicate effectively with county forester/consultant/land owner.
- Complete paperwork to purchase timber (contract, cutting notice, etc.)
- Prepare jobsite for logging by flagging the lines, arranging road building, arrange landing site, and supervise logging crew.
- Scale logs that have been skidded and coordinate hauling.
- Procure hardwood timber to meet defined pricing levels.
- Verify jobs are complete and fill out finishing paperwork.
- Ensure that all land restoration and clean up are done properly.
- Communicate effectively with office staff.
- Scale cut logs purchased from loggers and landowners.
- Track inventory from landings to the sawmill yard.
- Work closely with other Procurement team members.
- Other assignments as made by management

QUALIFICATIONS:

To perform this position successfully, an individual must demonstrate regular, predictable attendance and be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge and skill required. The individual must be able to successfully pass background checks.

- Teamwork: Can work in group or alone; oriented towards the good of the whole. Contain ability to build rapport and good working relationship with co-workers

EDUCATION/CERTIFICATION/LICENSURE:

Minimum of a Forestry Tech degree or equivalent career experience in wood procurement. (A higher degree or more experience would be a plus)

EXPERIENCE REQUIRED:

Experience with 2-3 years of similar responsibilities

KNOWLEDGE AND SKILLS REQUIRED:

- Ability to travel across the log procurement area.
- Excellent communication skills to interact with landowners, log suppliers, loggers, forestry consultants, truckers and mill personnel.
- Strong, safety oriented work ethic to include the following qualities: self-starter, desire to succeed, well organized, and willingness to go the extra mile.
- Analytical and proven problem solving techniques.
- Ability to write MFL plans a plus (or willingness to get certified)

PHYSICAL REQUIREMENTS:

To accomplish the essential functions of the position, one must be physically able to operate or work with computers, calculators, reference books, computer software applications, phones and other standard office equipment. The physical activities of the position include talking, reaching, grasping, light lifting, bending, squatting, and other repetitive motions.

WORKING CONDITIONS:

- Work is considered active and performed in a number of different environments. Exposure to environmental factors is frequent.
- Travel from home is frequent, but mostly local and home at night