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Position: Eastern Ontario Research Assistant – Wood Products Export Capacity Project

Research Assistant needed for Ontario Wood's Eastern Ontario location in the Kingston area. We are seeking a motivated, eager and confident individual to join our association that values professionalism, creativity and integrity. The successful applicant will require experience in all MS Office software and web site administration, possess strong communication and organizational skills, and be looking to be a part of a dynamic and collaborative team, as well as work independently.

Responsibilities shall include but not be limited to:

- Administrative support to the Executive Director
- Managing office and project support
- Reporting to members and stakeholders quarterly, annually and at project completion
- Canvassing wood products manufacturers throughout Eastern Ontario

Minimum Qualifications:

- Ontario secondary school graduates who recently graduated from an accredited college or university.
- Degree in Forestry, Management, Marketing or Community Economic Development.
- A valid driver's license and a reliable vehicle.
- Fluency in French would be a definite asset.

Salary: Negotiable

Telephone interviews will be followed by face to face meetings for successful applicants. Only selected candidates will be contacted.

Please forward electronic resume to: info@ontariowood.com No phone calls please.