

HARVESTING COORDINATOR JOB DESCRIPTION

Company:	Log Marketing New Zealand Ltd.
Job Title:	Log Procurement/Harvesting Coordinator
Location of work:	Southland and Otago
Reporting To:	Log Marketing General Manager
Purpose of job:	Log Procurement & Overseeing of Harvesting Operations

<p>Summary of position: Responsible for log procurement of privately owned woodlots within Southland & Otago. Involvement in direct log procurement, including visiting clients, preparation of harvest proposals and tender documents as required.</p> <p>Overseeing & managing harvesting operations of Log Marketing Harvesting crews. Responsible for assisting with the oversight of harvesting operations for Log Marketing NZ Ltd. This includes ensuring crews are meeting all quality, production, and environmental compliance while assisting in the monitoring and compliance of health and safety systems; for the harvesting crews contracting to the company.</p> <p>Assistance with forestry and roading operations and pre harvest inventory as required.</p>

<p>Accountable and responsible for:</p> <ul style="list-style-type: none">• Actively contributing in the procurement of private woodlots for Log Marketing NZ Ltd, this includes scoping, making contact, planning and presentation of harvest proposals to the client.• Positive promotion of the company through professionalism, promptness, timeliness and attention to detail when dealing with clients, ensuring that the client has a positive relationship with Log Marketing NZ Ltd.• Direct day to day supervision and management of Log Marketing NZ Ltd harvest crews operating throughout Southland/Otago.• Overseeing Log Marketing NZ Ltd harvest crews and forestry contractors to ensure that all health and safety, quality and environmental compliance is adhered to.• Directly being involved with ensuring the company meets its NES (National Environmental Standards for Plantation Forestry) requirements/obligations.• Ensuring acceptable levels of profitability are achieved over the harvest areas directly managing.• Assisting with pre-harvest inventory as required.• Actively promoting company improvement in health and safety, log quality and sustainability.• Monitoring of training of harvest crews, ensuring they are actively aiming to develop and upskill employees. Keeping updated training records held by Log Marketing NZ Ltd harvesting crews.• Development & training in PSLOG to assist as cover for Office Manager• Assist in fire management/monitoring systems for the company.• Assisting in the overseeing of forestry operations as required.• Contribute and assist with company promotional field days and advertising campaigns.
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Expected outcomes:

- Present the company in a positive manner.
- Develop and improve company legislative documentation and compliance in the fields of health & safety systems, environmental compliance and NES obligations.
- Be a positive team member and actively contribute to our positive work environment.
- Increase our company profile through assisting in company promotions and advertising promotions.
- Develop our harvest client base and actively contribute to securing harvesting rights from woodlot owners.
- Ensuring private woodlots are sourced ahead to enable consistent log supply to both company sawmills and ensuring continuity of work for Log Marketing contract harvesting crews throughout the year.
- Develop a positive rapport/relationship with Log Marketing NZ Ltd contractors and actively assist them in being successful in achieving compliance requirements and being productive/profitable contributors to Log Marketing NZ Ltd.
- Assist in the development of our harvest crews working for Log Marketing NZ Ltd, assisting in increasing their productivity, profitability, skill base and developing positive team culture.
- Assist with pre-harvest inventory, forestry operations and harvesting planning.
- Able to provide basic, essential cover for Office Manager as required.
- Be available to assist in other duties as required.

Qualifications desirable:

- NZQA Unit standards achieved in Harvesting, Forestry, Environmental, Health & Safety, Fire Rescue.

Knowledge and work experience essential:

- Industry experience in relevant fields such as forestry/harvesting.
- Experience in management of employees/contractors.
- Knowledge in development of health and safety systems.

Knowledge and work experience desirable:

- Technical skills in preparation/presentation of operational documentation,.
- Proficient use of Microsoft office – in particular excel and word.

Attributes essential:

1. Effective communicator.
2. Positive contributor to team.
3. Motivated to succeed.
4. Willing to develop and learn new skills.
5. Leading and assisting of others to help develop their skill-base.

Attributes desirable:

- Lateral and innovative thinker.
- High attention to detail.
- High level of presentation in work presented.

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Functional relationships direct:

- All Log Marketing NZ Ltd team members.
- Log Marketing NZ Ltd harvesting crews & forestry contractors.
- Local territorial authority representatives.
- External customers and clients.

Functional relationships indirect:

- Company directors.
- Niagara/Craigpine General Manager.
- Sawmill Managers and other Niagara/Craigpine and McNeill staff members.

Other requirements and information specific to this position

Health and Safety

All employees at of Log Marketing NZ Ltd must:

- Undertake a Health and Safety induction at the commencement of their employment.
- Report any accidents, incidents, near misses, or hazards promptly to a health and safety representative.
- Wear any safety gear that is issued to them that requires them to undertake their job at all times.

Changes to job description

- From time to time it may become necessary to consider making changes to this job description which will normally be initiated by the manager for the position. This may happen because of changes in nature or structure of our core business, the annual performance review, technological changes, procedural amendments or legislative / statutory requirements.
- Where any such change is envisaged you will be advised and consulted accordingly.
- Any other fair and reasonable duties that may be delegated to you by the managers or directors from time to time.

Manager Name:

Employee Name:

Manager Sign:

Employee Sign:

Date:

Date: