

## Office Manager

The Office Manager's job is to ensure effective and efficient coordination of all administrative processing. This includes supervision of reception staff, shipping staff, and administrative assistants, reception, shipping, inventory input and controls, accounts payable, accounts receivable, and administrative support.

**Shift Schedule - 8 AM to 5 PM CST**

## Accountabilities:

### Primary responsibilities will include:

- ▶ Administrative Support: generating sales reports, production reports, invoices, audits, credit and demo memos, AP support, and customer interaction
- ▶ Generates profitability, receiving, inventory adjustment, and dunnage use reports daily to verify accuracy
- ▶ Drops mail at the mailbox and ensures adequate postage available
- ▶ Inventory Maintenance: Ensures accurate inventory of rough green, dry, and finished lumber through weekly, monthly, and Tri-annual inventory counts
- ▶ Shipping: Reviews printed orders for outgoing load paperwork according to schedule.
- ▶ Communicates with sales group on shipping paperwork questions or errors.
- ▶ Answers incoming phone calls/emails in a timely fashion as needed
- ▶ Elevates performance of certain vendors contracting with the plant

## Qualifications:

- ▶ High School Diploma or equivalent required
- ▶ Previous Office Management is required
- ▶ Climb and descend a flight of stairs several times a day
- ▶ Walk, stand or sit up to 10 hours per day
- ▶ Bend and lift up to 50 lbs.
- ▶ Proficiency in Microsoft Word, Excel, and other related programs

## ABOUT BIEWER

Biewer Lumber provides its customers with the highest quality lumber, superior service, and exceptional reliability. Our five fully automated sawmills, producing both SPF & SYP, are equipped with state-of-the-art technology. The Biewer family of companies also includes three treating and distribution facilities, two manufacturing plants, and a full-service logistics company. As a fourth-generation family owned company, Biewer holds the highest standards for its products, processes, and people.

## BENEFITS

Medical, Dental, Vision  
401(k) Match  
Paid Time Off & Paid Holidays  
Life/AD&D Insurance  
Flexible Spending Accounts  
Optional Short & Long-term Disability  
Optional Accident Insurance  
Employee Assistance Program (EAP)

## CONTINUOUS IMPROVEMENT

"Safety First" Manufacturing Operations  
Safety Committees & Employee Involvement  
Employee Engagement Surveys  
Ongoing Communication & Feedback  
Leadership Development  
Sound Forestry Practices  
Equipment & Operating Upgrades

## PERKS

Team Oriented  
Employee Appreciation Events  
Collaborative Atmosphere  
Tuition Assistance



Apply today at [biewerlumber.com/careers](http://biewerlumber.com/careers)  
An equal opportunity employer

