

Office Administrative Assistant:

The position will report directly to the Plant Manager. This role will ensure effective and efficient coordination of all administrative processing which includes reception, shipping, inventory input and controls, accounts payable, accounts receivable, procurement and general administrative support.

Shift Schedule – 8 AM to 5 PM

Accountabilities:

Primary responsibilities will include:

- ▶ Generate daily reports; Invoice lumber shipments and audit customer claims
- ▶ Generate credit and debit memos; ensure accuracy of accounts payable processing; communicate with vendors
- ▶ Ensure accuracy of lumber inventory; ensure stock rotation is completed
- ▶ Maintain and update production reporting spreadsheets
- ▶ Review orders to be loaded & complete inspection of outgoing lumber trucks or railcars for loading accuracy
- ▶ Communicate with the sales group regarding orders & ensure the shipping department stays on schedule.

Qualifications:

- ▶ Must have high school diploma or equivalent
- ▶ Must have prior Administrative Assistant experience, accuracy of office reports, accounts payables, accounts receivables, shipping and inventory reporting
- ▶ Must have strong communication skills (verbal, written and interpersonal) for working effectively with others
- ▶ Computer proficient with Microsoft Office, Google Docs and ability to navigate and acquire skills to use internal systems

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



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