

Procurement Clerk

Biewer Sawmill, Inc. is looking for a full-time Procurement Clerk to join our team in Winona, MS. The person in this role will learn the essential duties of reconciling logs and outside products, processing weekly logger payroll, and maintaining accurate records of timber tracts, log vendors, residuals, etc. These essential duties must be performed promptly.

Schedule: M-F - 8:00 am - 4:00 pm (some possible overtime)

Accountabilities:

Primary responsibilities will include:

- Verify and reconcile scale tickets for all log trucks, record weights, and dockage in LIMS to ensure accurate logger/vendor payroll.
- Set up log vendors and contracts in the LIMS system before the first load of logs coming into the sawmill from any job site.
- Set up purchased timber tracts and contracts associated with those tracts; maintain accurate records of stumpage and outside sales.
- Keep organized records of all required logger insurance policies to ensure their policies meet our standards and are current.
- Work closely with the Procurement Foresters
- Ensure all new jobs, pay rates, etc. are entered correctly into LIMS.
- Invoice outside products.
- Process log tickets & residual tickets for the daily report.
- Reconcile residual tickets to settlement.

Qualifications:

- Strong computer skills, including experience with Word processing and spreadsheets.
- Average hand-eye coordination; ability to occasionally lift light items and sit or stand for up to 100% of an 8-hour shift.
- High School Diploma or GED with at least 4 years of experience in a professional office environment.
- (Not required) 2-year college degree, with 1-2 years of experience in a professional office setting.

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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