

Operations Support Specialist

Department: Accounting
Reports to: Director of Finance

FLSA Status: Non Exempt
Date: April 26, 2024

POSITION SUMMARY:

Administrative support and coordination of functions and tasks of the sawmill and dry kiln operations to meet business objectives for safety, customer satisfaction, quality, productivity and waste reduction. Will be backup for other Operation Support Specialists in the Company.

ESSENTIAL FUNCTIONS:

The duties identified below are the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Conduct activities in a safe manner, follow corporate safety guidelines and requirements, use personal protective equipment and proactively address any unsafe conditions observed. Maintain housekeeping and safety compliance, inspection ready at all times
- Creates BOL and invoice for loads shipped from sites
- Receives logs and loads coming in to site
- Process production runs for site sawmill operations
- Work with Procurement team on timber jobs, log contracts, etc.
- Create miscellaneous invoicing
- Contract set up
- Process job closures
- Landing report fulfillment
- Liaison between site and corporate accounting department
- Scan and attach support documentation
- Backup for other Operations Support Specialists
- Ensure compliance with FSC Standards
 - Manage FSC audit and daily compliance
 - Oversee data input for FSC purposes in Tallywood software
- Perform receptionist duties – greet visitors and answer phone calls, as needed
- Other assignments as determined by management

QUALIFICATIONS:

To perform this position successfully, an individual must demonstrate regular, predictable attendance and be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge and skill required.

- Teamwork: Can work in group or alone; oriented towards the good of the whole. Contain ability to build rapport and good working relationship with co-workers

EDUCATION/CERTIFICATION/LICENSURE:

- High School Diploma or equivalent
- Associates degree in Accounting preferred

EXPERIENCE REQUIRED:

- 1+ year of customer experience
- Typing Speed of 60 WPM with 90% accuracy
- Previous accounting background preferred

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KNOWLEDGE AND SKILLS REQUIRED:

- Problem Solving Skills
- Organizational Ability
- Effective Time Management
- Attention to detail
- Strong communication skills (verbal, written and listening)
- Strong Microsoft Excel skills

PHYSICAL REQUIREMENTS:

To accomplish the essential functions of the position, one must be physically able to operate or work with computers, calculators, reference books, computer software applications, phones and other standard office equipment. The physical activities of the position include talking, reaching, grasping, light lifting, bending, squatting, and other repetitive motions.

WORKING CONDITIONS:

- Work is considered sedentary and performed mainly in a pleasant office environment with rare exposure to environmental factors.
- Minimal safety hazards with general office working conditions.