

**Department:** Administration

**FLSA Status:** Non Exempt

**Reports to:** Sawmill Operations Manager

**Date:** 4-5-2026

**POSITION SUMMARY:**

Administrative support and coordination that provides support to the functions and tasks of the site operations to meet business objectives for safety, customer satisfaction, quality, productivity and waste reduction.

**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
- Process production runs for site sawmill operations
- Receive logs, pulp and bolts (on landing and in yard), ensure proper valuation and process related payments
- Process job closures
- Work with Procurement team on timber jobs, log contracts, etc.
- Create and process site invoices and BOLs
- Create miscellaneous invoicing
- Process sawmill work orders
- Update site production reporting such as pivot table and distribute to appropriate individuals
- Enter data for FSC reporting
- Liaison between site and corporate accounting department
- Scan and attach supporting documentation
- Oversee and support all administrative duties in the office (supplies, general office support, cleaning, etc.)
- Perform receptionist duties – greet visitors and answer phone calls
- 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. The individual must be able to successfully pass background checks.

- 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
- Associates Degree
- 1+ year of customer experience
- Typing Speed of 60 WPM with 90% accuracy
- Previous accounting background preferred
- Problem Solving Skills
- Organizational Ability
- Effective Time Management
- Attention to Detail
- Strong communication skills (verbal, written and listening)