



OFFICE ADMINISTRATIVE ASSISTANT

Biewer Sawmill located in Newton, MS is looking to hire an Office Administrative Assistant. This position will report to the Office Manager. The person in this position will ensure effective and efficient coordination of front desk receptionist, shipping, inventory input and controls, accounts payable, accounts receivables, procurement and general administrative support. The work schedule is Monday – Friday, 8:00am – 4:30pm.

ACCOUNTABILITIES

Administrative Support: Generate daily reports; Generate credit and debit memos; Ensure accuracy of accounts payable processing; Communicate with vendors; Complete credit applications and set up new vendor accounts; Answer phone calls and delivers messages; Process mail and deliver to appropriate personnel; Assist the procurement team, as needed;

Inventory Maintenance: Ensure accuracy of lumber inventory; Ensure stock rotation is completed; Recommend corrective action for inventory inaccuracies or unnecessary adjustments; Maintain and update production reporting spreadsheets.

Shipping: Review orders to be loaded; Complete inspection of outgoing lumber trucks or railcars for loading accuracy; Provide proper shipping paperwork to drivers; Invoice lumber shipments and audit customer claims; Communicate with the sales group regarding orders; Ensure the shipping department stays on schedule.

QUALIFICATIONS

- High school diploma or equivalent
- Prior Administrative Assistant experience: accuracy of office reports, accounts payables, accounts receivable, shipping and inventory
- Strong communication skills (verbal, written and interpersonal)
- Proficient with Microsoft Office, Google Docs, and learn Biewer's internal systems
- Able to walk, sit or stand for up to 10 hours a day; climb and descent a flight of stairs, bend and lift up to 50 lbs.

WORK ENVIRONMENT

The employee in this position works under normal office condition 95% of the time. Occasionally will have to go outside to check lumber trucks when working in shipping.

OUR 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)



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