



Pope Resources
A Limited Partnership

JOB POSTING

TITLE: Office Administrator
DATE: April 10, 2018
REPORTS TO: Area Manager
FT/PT: Full-time
DEPARTMENT / AREA: Wilsonville, OR
CLOSE DATE: April 27, 2018

OVERVIEW:

Olympic Resource Management, a subsidiary of Pope Resources, is a dynamic and growing timber company in the Pacific Northwest. This is an exciting opportunity to join a small office of dedicated, highly engaged people who genuinely enjoy what they do. Provide administrative support to the timber office staff and handle the general office duties with the goal of keeping the Tree Farm office operating smoothly and efficiently. Act as point of contact for office relaying messages and answering questions from the public, contractors, government agencies and internal staff.

ESSENTIAL FUNCTIONS:

- Greet visitors and answer telephones in a professional and personable manner. Ensure each contact is handled efficiently and followed through to resolution.
- Accounting: expense report reconciliation, manage and assign harvest unit setting numbers and brands and log load ticket books, assist tree farm manager with various reports including: Production Forecast, Budget, Operation Report, and Financial Report. Review logger pay weekly to ensure payments match terms of log sale agreement. Prepare and code weekly contractor and vendor invoices.
- Coordinate calendars of all office personnel. Set up meetings, prepare, take minutes. Coordinate travel arrangements for trainings and conferences and manage training database.
- Manage filing system and file all documents in a timely manner for the office.
- Contracts, applications, agreements: Check business licensure, L&I/OSHA records and insurance policy to ensure contractor meets our requirements. Prepare operation contracts and agreements and log sales agreements with input from Foresters and/or Manager. Submit and track Forest Practice Applications and other regulatory permits.

CORE COMPETENCIES / EDUCATION REQUIREMENTS:

High school diploma, or equivalent, required. Associate's Degree in administration/business preferred. Minimum of three to five years Administrative Assistant experience.

Excellent customer service capabilities with ability to effectively communicate with a variety of people. Excellent verbal and written communication skills with a focus on teamwork.

Must be organized and able to work independently, prioritize and track workload.

Detail-oriented with a proficiency in Microsoft Office, Word and Excel and Access database software and a quick learner of other computer and web-based programs.

APPLICATION PROCESS:

We offer a competitive benefits package including medical, dental, and vision coverage, flexible spending accounts, short- and long-term disability, life insurance, 401(k) with company match and participation in bonus program as well as a generous paid time off benefits program. If you are interested in joining an organization that values integrity, collaboration and resourcefulness and is passionate about its mission, send your resume and cover letter to jobs@orminc.com.

Olympic Resources Management is proud to be an equal opportunity employer