



1500 Rosita Road, Westcliffe, CO 81252

Job Title: Office Assistant

updated 1-31-22

This job includes assisting in various aspects of the business including financial, employee management, customer relations, and product/service sales. Our products that we sell include (but are not limited to) firewood, lumber, beams, poles, sheds, cabins, wood furniture, and other wood assemblies. Our forestry services include (but are not limited to) forest thinning and density management, insect and disease control, and fire mitigation.

The responsibilities are broken into the following management categories.

- a) Financial: Bookkeeping for the business includes: 1. Familiarity with product prices and availability. 2. Making and recording sales quotes, invoices, and receipts. 3. Tax reports, payroll, bank deposits, reconciling bank statements, and 4. Paying bills. Other tasks in coordination with the production crew: Tracking, ordering and keeping raw materials in stock at sufficient levels for anticipated production. Ordering supplies for equipment, production, and mechanics. Also: Filing and organization of maintenance records. Maintaining files and office organization.
- b) Employees: Tracking and entering data from employee timesheets and completing weekly payroll. Implementation of the safety program, including keeping safety records and holding monthly meetings. Accepting and reviewing job applications and conducting first interviews.
- c) Customers: Taking phone calls and orders. As necessary, greeting customers, giving tours, conducting product sales, and maintaining a clean office at the mill. Maintaining customer files and records, both physical and computerized.
- d) Products: Organizing product price sheets and reviewing prices. Helping manage orders, production flow, materials, and shipping in conjunction with the production crew. Helping update website pages with products, prices, and descriptions. Other tasks as assigned.

Each employee is trained and checked out over time in simple to more complex operations and procedures, depending on demonstrated and/or documented skills and their particular interests and the company needs. The Office Assistant starts with basic operations including answering phone calls and taking orders, customer walk-ins, and basic data entry with Quickbooks, with gradual advancement over time, and potentially leading to more responsibilities within the business and potential promotion to the full Office Manager and other possible positions.

We expect that you will be self-motivated, adaptable, good with math and details, physically fit, and complete work on-time and to a high standard of quality. Customer relations and communications are involved and the employee must represent the company well. The employee is responsible as a team member for working well with others, sharing workloads, attention to detail, and performing the operations in a quality and professional manner.

Compensation is \$16-\$20/hour, relative to initial skills and experience, demonstrated skills over time, attendance, interest in the job, continuous learning and improvement, and contribution to overall production and quality, as well as overall crew improvement. Our desired qualifications for this position include general business and sales experience, experience with QuickBooks and Microsoft Office products (Word, Excel, PowerPoint), and small business general bookkeeping (payroll management, quote/invoice/receipts, state/federal tax requirements). Familiarity with wood products and forestry is a plus. New employees can be trained in any of the above skills that they do not have experience with.

Please send your detailed resume with references to len.at.greenleaf@gmail.com. THANKS!