



## MB EXECUTIVE ADMINISTRATIVE ASSISTANT

### Position Overview

We are looking for a bilingual Executive Administration Assistant. The ideal candidate will be responsible for many different tasks related to the operations of the business. Additionally, this individual will organize reports and documents to ensure ease of access, and should be highly organized and have attention to detail.

### Key Responsibilities

- Establish communications between customers and executives.
- Organize documents and reports.
- Take dictation.
- Provide customer service to international and domestic customers.
- As a point of contact for customers, ensure that department managers are aware of: scheduled customer visits, order placement and conditions, shipping instructions.
- Maintain the customer visit calendar.
- Make travel arrangements for the President and Executive Vice President.
- Assist customers with travel arrangements.
- Create and maintain customer master data in SAP.
- Maintain a filing system.
- Assist with preparations for the International Woodworking Fair.
- Maintaining customer contact information in Outlook.

### Preferred Candidate Profile

- Associates degree or equivalent experience.
- Experience in administrative role.
- Strong written and verbal communication skills.
- ERP experience a plus and Microsoft Office Experience a must.
- Ability to work in high intensity, fast-paced environment.
- German Language skills a plus.

### M. BOHLKE CORP. SNAPSHOT

M. Bohlke Corp. is a world leader in architectural wood products.

We strive to provide our clients with the finest wood products that nature has to offer. Together, conscientiously and responsibly, we use one of earth's most beautiful resources to enrich the world around us.

Family owned and operated since 1966, we have led the veneer industry in many technological innovations. We are a dynamic, international company known for industry leadership, expertise and our hardworking team environment.

[mbveneer.com](http://mbveneer.com)

8375 N. Gilmore Road | Fairfield, OH



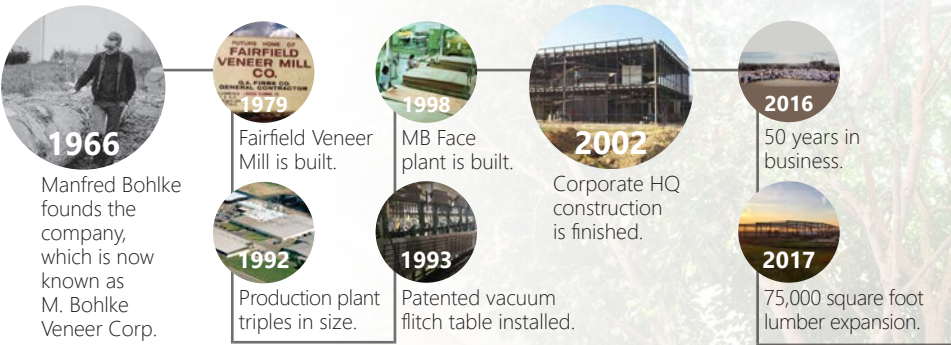


# ABOUT M. BOHLKE CORP.

## Our Culture

We feel that dedicated people are the key to our success. Through the efforts of our team, M. Bohlke Corp. has become a world leader in the wood industry. Over 50 of our 200+ employees have spent 25+ years with us! Our office is located in Fairfield, OH, just north of Cincinnati.

## Our History



## Benefits Overview

- Health and dental insurance.
- \$15,000 life insurance policy to the age of 65.
- Matching retirement contributions equal to 50% of the first 4% that an employee contributes, or 2%.
- A Perfect Attendance Bonus for hourly employees.
- Nine paid holidays.

## Environmental Responsibility

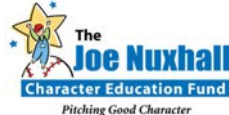
We have a strong commitment to the preservation and protection of the forests which supply our raw materials. We work with timberland owners to responsibly harvest trees in a selective manner.

Over the years, we have invested, developed and patented technology to produce the most out of veneer quality logs. From our knife grinder to our patented vacuum flitch beds, we have increased yields, allowing us to make the most out of our natural resource.



Proud member of:

Proud supporter of:



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