



## MB LOG YARD ADMINISTRATIVE ASSISTANT

### Position Overview

We are seeking a detail-oriented Administrative Assistant candidate for our Log Yard. Qualified candidates should have experience with Microsoft Office and be able to support our Log buying team in a professional manner with a professional appearance.

### Key Responsibilities

- Support Log Buyers by gathering information, distributing info; answer phones and direct call inquiries to correct log buyer; take purchasing info over phone.
- Enter Purchase orders in SAP; enter invoices for log purchases / inbound freight.
- Maintain a Log Purchase report; maintain weekly Active Parcels report.
- Enter logs on Container/Gondola sheets for Traffic; inform Traffic when containers are loaded and ready; deliver sales order file to traffic when finished.
- Give loader operator memos for logs to be loaded.
- For Log shipments, determine from what state the logs originated—ask Lead Log Buyer when receiving tallies.
- Create new parcels to be used in yard; close parcels in SAP.
- File contracts and freight tickets.
- Generate end of the month inventory reports.
- Take money and give receipt for firewood.
- Keep track of Standing Timber jobs.
- Keep track of W-9's on standing timber and Freight vendors.
- Set up Vendors and obtain Federal ID #'s.
- Request Checks (email Accounts Payable).
- Create Sales Orders; attach logs to Sales Orders.
- Track hourly employees time and attendance reports.
- Enter expense reports from Log Buyers.
- Cross train with other office personnel.
- Renew Illinois, Indiana and Iowa licenses annually.

### Preferred Candidate Profile

- Administrative Assistant: 1 year (Preferred); Microsoft Office: 1 year (Preferred).
- Fairfield, OH 45014: Reliably commute, or planning to relocate before starting work (Required).
- Punctual; very good attendance; strong math skills; good with numbers.
- Attention to detail; reconciles; computer literate; able to multitask.
- Reliable; persistent; self-starter; energetic.

### 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.

[mbvener.com](http://mbvener.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

 <b>1966</b> Manfred Bohlke founds the company, which is now known as M. Bohlke Veneer Corp.	 <b>1979</b> Fairfield Veneer Mill is built.	 <b>1992</b> Production plant triples in size.	 <b>1998</b> MB Face plant is built.	 <b>1993</b> Patented vacuum flitch table installed.	 <b>2002</b> Corporate HQ construction is finished.	 <b>2016</b> 50 years in business.	 <b>2017</b> 75,000 square foot lumber expansion.
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## 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

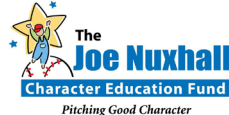
We have a strong commitment to the preservation and protection of the forests which supply our raw materials. We work with timberland owners to responsibly harvest trees in a selective manner.

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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