



Office Manager

With our first 100 years in the rearview mirror, we are planning and staffing for the future! We have an outstanding opportunity for an organized, independent self-starter who is great with both numbers and customer service. If you enjoy variety and connecting with others, this is for you!

- Schedule: Full-time Mon-Fri, in-person
- Wage Range: \$25-\$30/hr plus benefits including health, dental, vacation, sick leave, paid holidays, 401k
- Growth opportunity! Diverse set of tasks, on-the-job training, learn more to earn more!

Duties

- Manage office, including reception and purchasing supplies
- Scaling of log trucks (year-round outdoors in all conditions)
- Enter and manage data for production and inventory
- Provide sales support and ad-hoc reporting
- Maintain safety and compliance records
- Process day-to-day accounting functions including payroll, accounts receivable, accounts payable, cash deposits, and journal entries
- Conduct monthly reconciliations for bank, credit card, general ledger, and balance sheet accounts

Required Skills

- 2-5 years of office experience, including data entry and accurate record keeping
- High proficiency in Microsoft Excel, moderate proficiency in other Microsoft Office applications
- Strong attention to detail and accuracy
- Excellent organizational and analytical skills
- Self-motivated team player with the ability to work independently
- Strong interpersonal skills and ability to handle confidential information with discretion
- Ability to prioritize, problem-solve, and multi-task in a fast-paced environment with frequent interruptions
- Positive attitude, initiative, and adaptability
- High school diploma

Preferred Skills

- 2-5 years of bookkeeping experience using accounting software, including payroll and payables
- College degree in a business field strongly preferred

If you are interested in being part of a dynamic company as it moves into its second century of business, apply now at <http://hedstromlumber.com/careers/> or call Chris Hegg with questions at 218-877-7031