

Operations Support Specialist - MC

Department: _____ **FLSA Status:** Non Exempt
Reports to: _____ **Date:** February 12, 2019

POSITION SUMMARY:

Administrative support and coordination that provides support to the functions and tasks of the site operations to meet business objectives for safety, customer satisfaction, quality, productivity and waste reduction.

ESSENTIAL FUNCTIONS:

The duties identified below are the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Conduct activities in a safe manner, follow corporate safety guidelines and requirements, use personal protective equipment and proactively address any unsafe conditions observed. Maintain housekeeping and safety compliance, inspection ready at all times
- Process receiving which includes the start to finish process (copies, entry into VoiceTally, Hemco, finalize receiver, approval for payment, forward to accounting, scan & link to receiver, process #3ZB receivers, etc.)
- Process sales from BOLs, prepare QC packet, forward BOL's and invoice to sales for approval, tag review, load signage, invoicing and send to customer
- Process specific outside sales (process documents, direct sales, receive lumber shipping, create invoice, send packet for approval)
- Process all new Planer line production runs and work orders (process planer production, process market based, verify input inventory, verify output matches, get market costs from any orders, receive approvals, scan to P/R). Process all green line and kiln production
- Complete and update kiln reports
- Process site transfers
- Administer support for specific programs
- Other assignments as made by management

QUALIFICATIONS:

To perform this position successfully, an individual must demonstrate regular, predictable attendance and be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge and skill required. The individual must be able to successfully pass background checks.

- Teamwork: Can work in group or alone; oriented towards the good of the whole. Contain ability to build rapport and good working relationship with co-workers

EDUCATION/CERTIFICATION/LICENSURE:

- High School Diploma or equivalent

EXPERIENCE REQUIRED:

- 1+ year of customer experience
- Typing Speed of 60 WPM with 90% accuracy
- Exposure to Accounting methodology preferred

KNOWLEDGE AND SKILLS REQUIRED:

- Problem Solving Skills
- Organizational Ability
- Effective Time Management

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PHYSICAL REQUIREMENTS:

To accomplish the essential functions of the position, one must be physically able to operate or work with computers, calculators, reference books, computer software applications, phones and other standard office equipment. The physical activities of the position include talking, reaching, grasping, light lifting, bending, squatting, and other repetitive motions.

WORKING CONDITIONS:

- Work is considered sedentary and performed mainly in a pleasant office environment with rare exposure to environmental factors.
- Minimal safety hazards with general office working conditions.

INTENT AND FUNCTION OF POSITION DESCRIPTIONS

This position description is intended to cover the most significant aspects of the position. There may be additional responsibilities assigned beyond those stated in this position description. The company reserves the right to modify the role, responsibilities, requirements and position status as compliance regulations or business needs dictate.

Position descriptions assist the company in assuring the hiring process is administered fairly and qualified candidates are selected. They are essential to effective performance management and compensation systems.

In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the team member or others or which would impose undue hardship on the company. Position descriptions are not intended as and do not create employment contracts. The company maintains its status as an at-will employer and employment separations can occur for any reason not prohibited by law.

EMPLOYEE ACKNOWLEDGEMENT

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee printed name

Employee Signature

Date