



Position Description

Position Title: Administrative Assistant, Sales
Work Location: Loveland, Colorado

Summary

The Allweather Wood pressure treated plant is a full-line manufacturing and distribution facility in Washougal, WA. The facility specializes in Hem-fir products for the Washington, Oregon, Alaska, Utah, Montana, and Idaho markets. The Allweather Wood facility inventories over 8 million feet of Lumber, Plywood, and Miscellaneous treated items.

AWW is looking for an experienced Administrative Assistant to work with our Sales team at our Loveland, CO facility. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Provide administrative services and staff support to the sales team by relieving clerical work and minor administrative detail.

- Enter and process sales orders in Lumber Track Inventory Sales System and coordinate with shipping and production on tags, outs, and delivery. File sales orders after shipment
- Provide daily administrative support including; greeting visitors, receiving and making deliveries, arrange conference calls, make appointments, organize customer events, arrange and coordinate travel schedules
- Process all intercompany and external mail daily (including retrieval to/from post office as needed); Route incoming mail accordingly; Prepare outgoing mail including email and faxes as appropriate;
- Answer and direct telephone calls with a strong focus on customer service and problem resolution including answering customer questions on order confirmations, order changes, and billing
- Order and maintain sales and office supplies and arrange for equipment maintenance as directed
- Compose, type and maintain routine correspondence and make photo copies of printed materials
- Serve as a key point of contact and resource for the sales team
- Act as a liaison between customers, sales team and other departments within the organization to ensure complete customer satisfaction
- Communicate order status and order issues to the sales team and other members of the organization as needed
- Facilitate the proper handling and approval of customer documents
- Assist in quarterly and year end data presentations with program customers
- Organize and maintain accurate customer file systems and file correspondence; retrieve data and other records upon request

Qualifications/Requirements

- High school diploma or GED; and/or a minimum of two years of related experience
- Must maintain and carry a valid Colorado driver license and remain eligible and capable of operating company vehicles including automobiles and trucks in accordance with company policy guidelines
- To perform this position successfully, an individual should have strong knowledge of Microsoft Office Suite including Word, Excel, Outlook, and Power Point. Access experience is a plus
- Ability to write routine reports and correspondence
- Familiarity with lumber terminology and lumber calculation is a plus

Benefits

- Medical/Dental/Vision Insurance, Free Life Insurance, and 401k Match
- Vacation Days, Sick Days and MORE!

Application Process

- Email a cover letter and resume including salary history to recruiter@allweatherwood.com or
- Send by fax to 707-485-6873 or
- Call our recruiting Office 707-620-2940 for more information