Administrative Assistant

Position Title: Administrative Assistant
Work Location: Calpella, CA

Job Specific Information

Summary

Mendocino Forest Products Company, LLC (MFP), is a leading manufacturer and distributor of environmentally certified redwood decking, fencing, landscaping, and dimensional lumber products throughout California and the Western U.S. Environmental stewardship constitutes the cornerstone of Mendocino Forest Products' corporate culture. The company is one of the largest suppliers of redwood lumber in the world. Mendocino Forest Products requires each of our supply chain partners to utilize the best possible forest management practices.

MFP is looking for a dynamic Administrative Assistant to join our team! As the Administrative Assistant you will be part of an excellent team, which strives to provide outstanding customer service and professional support for a wide range of human resources activities. The key areas of focus for this position are as follows;

- Greets visitors/applicants with a professional demeanor
- Assists employees who visit the office with questions, basic paperwork, completing an application
- Prepares and sends benefit compliance mailings
- Maintains human resources records as required by law or Company practice including status changes, separation paperwork, Employment Development Department notices, and attendance records
- Responsible for HR/Benefit filing completion and organization
- Completes coding for Dental, Vision, Medical and Pharmacy billing
- Coordinates with HR/Payroll to assist in creating new hire documentation and files on a weekly basis
- Maintains and/or creates tracking system for various project;
- Ensures compliance with Company record retention standards, mandatory employer postings, and Company bulletin board policy
- Acts as back-up to new hire orientation facilitator
- Conducts annual audit of I-9 forms at the business unit level
- Coordinates and tracks employee hires and maintains accurate records
- Organizes incoming and outgoing mail
- Orders office supplies
- Completes expense reports
- Participates in special projects as directed
- Maintains confidentiality

Qualifications/Requirements

- Associates Degree (AA) or equivalent from a two-year college or technical school or two years of related office experience
- Working knowledge of Microsoft Office Suite including: Excel, Outlook, Internet
- Knowledge of a HRIS system a plus!
- Follows policies and procedures, completes administrative tasks correctly and on time
- Excellent customer service, oral and written communication skills

Application Process

- Email a cover letter and resume to recruiter@mendoco.com or
- Send by fax to 707-620-2963 or
- Call the Corporate Recruiting office (707) 620-2940 for more information or to request an application

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