



Timber Mountain Hardwoods

Job Title:
Administrative/Accounting Assistant

Location: Garden Grove, CA
Job Category: Administrative & Accounting
Job Type: Temporary Full-time to Permanent Full-time

Qualifications:

Min. 2 years experience in General Accounting and Administrative Duties
Computer skills (Windows, MS Office, MS Outlook, MAS 90)
Math aptitude – Good with Numbers
Strong communication skills
Energetic, experienced, creative team player
Self-starter
MAS90/MAS200 Preferred
AA degree (not required)

Job Description:

Seeking qualified candidate to become a member of the Administration/Accounting Department. Timber Mountain Hardwoods currently has an opening for an energetic team player to serve at the corporate office. The position will be an aggregate of many administrative functions and accounting duties including:

- Administrative responsibilities - Answering phones, filing, and handling other general office duties
- Accounting – AR and AP
- Data entry – inventory and more
- Setup spreadsheets and correspondence
- Assist management in day-to-day operations
- Contributing to team effort by accomplishing related results as needed
- Creating/revising procedures
- Cross-training within department
- Sales and Operations Support

Other Skills:

50wpm, 10-key
Ability to operate standard computer and office equipment

The ideal candidate would be flexible and have a professional demeanor, proficient in MS Word and Excel, good organizational and communication skills, “POSITIVE” attitude and multitasking capabilities. Previous data entry experience is required. Must be self-motivated and able to handle work in a fast paced environment.

Compensation:

Offering a competitive salary with an option of permanent full-time status in 3 to 6 months.

For immediate consideration, fax your resume today to Racheal Storman at 714-903-1727 or E-mail resume to racheal@timbermountain.net.