

## Do you want to work for the best employer in Humboldt County?

Schmidbauer Lumber Incorporated is a sawmill manufacturing business located in Eureka, CA. SLI is seeking to hire an HR/Office Assistant/Payroll Clerk. This position performs a variety of clerical tasks for the Human Resources and Accounting Departments.

### **Duties and Responsibilities:**

- 1) Communication
  - a. Ability to lead, manage challenges and problem solve.
  - b. Strong Interpersonal skills to interact positively with all employees.
  - c. Excellent verbal and written communication skills.
  - d. Demonstrates the ability to work independently and as a team.
  - e. Strong attention to detail to ensure tasks are completed thoroughly and correctly.
- 2) Organizational Skills
  - a. Ability to prioritize, multi-task and meet deadlines.
  - b. Ability to maintain an organized system of records management.
  - c. Managing incoming and outgoing correspondence, including emails, faxes and mail.
- 3) Education and Experience Qualifications
  - a. Proficient with MS Outlook, Excel and Word.
  - b. Construction or sawmill industry experience preferred.
  - c. 3+ years relevant experience in the areas of Human Resources, Payroll and Accounting preferred.

### **Position Responsibilities:**

- 1) Human Resources – Process personnel changes.
- 2) Payroll – Processes semi-monthly payroll using ADP software, prepare final and adjustment checks.
- 3) Benefits - H&W (Health and Welfare) Benefit Enrollment management for annual open enrollment and monthly new hire notification and enrollment. Claim invoice processing weekly and monthly for self-insured medical plan. Weekly 401k contribution changes.
- 4) Accounting – Back up for Accounts Payable and Accounts Receivable in the absence of other employees. Perform month end tasks for Payroll reporting, Workers Compensation payment reporting and Medical Account Reconciliation.

Compensation: Competitive wage depending on experience, Medical/Dental/Vision/Life, 401k plan with company match, Vacation and Holiday Pay.

Employment Type: Full-time

Apply [here](#) or by mail: 1099 Waterfront Dr. Eureka, CA 95501 or fax 707-443-7003.