

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

Schmidbauer Lumber is a sawmill manufacturing business locally owned and operated in Eureka, CA since 1971. Schmidbauer is seeking to hire an **HR/Payroll/Office Assistant** to perform a variety of duties 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, phone calls 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 – Processes personnel changes.
- 2) Payroll – Processes semi-monthly payroll using ADP software.
- 3) Benefits - Health and Welfare Benefit Enrollment management for annual open enrollment and monthly new hire notification and enrollment. Claim invoice processing weekly and monthly for medical plan. Process weekly 401(k) deferral election changes.
- 4) Accounting – Support Accounts Payable and Accounts Receivable departments. Perform month end duties for Payroll reporting, Workers Compensation payment reporting and medical reconciliation.

Compensation: \$20.00 - \$24.00/hour; depending on experience

Apply at [https://www.schmidbauerlumber.com/wp-content/uploads/2022/04/SLI\\_Employment\\_Application.pdf](https://www.schmidbauerlumber.com/wp-content/uploads/2022/04/SLI_Employment_Application.pdf) or in person at 1099 W. Waterfront Dr. Eureka, CA 95501; By Mail at PO Box 152, Eureka, CA 95501 or fax 707-443-7003.