



Back Office Administrative Assistant

Who: Back Office Administrative Assistant

What: Someone with experience working in clerical and administrative roles who can keep our growing and busy business streamlined and on track. Main responsibilities include paper and computer work related to purchase orders, invoicing, and customer payments.

Where: 9264 Manchester Rd. St. Louis, MO 63144

When: Looking to hire at some point in November or December. Flexible hours, but typical standard day would be 7am – 4pm, and early leave at 2pm on Friday's every other week.

Why: A great company to work for the rest of your career. We are family owned and operated and are extremely employee focused. We look to hire people for the long term and have virtually no turnover. We offer good pay, full benefits for you and your family, profit sharing, and an annual bonus. While we work hard and do good work, we still believe that family is always first.

Our Story and Needs

Forest Products Supply is a large wholesale distribution business in the building material industry. We buy and warehouse material from all over the world and truck it out to our customers within a 200-mile radius. We provide the core materials that go into single-family, multi-family, and commercial construction, and you can see the result of your work on a daily basis as we have a hand in most new construction in the area. We have seven distribution centers throughout the Midwest and cover 15 states.

Our St. Louis team is roughly 50 employees large with 14 sales reps, 14 drivers, 19 yardmen, and three administrators. We have roughly 600 customers and ship, bill, and invoice around 200 orders a day. We are constantly buying and receiving material and need an organized and skilled professional who can keep our books, inventory, and operation squeaky clean. Main responsibilities would be entering and receiving purchase orders, vouchering payments for vendor invoices, posting customer payments, and invoicing load tickets.

We are looking for someone with experience in accounts payable and billing. While experience is important, cultural fit, attitude, and ability to learn are the characteristics we're truly looking for. Our ideal candidate would be someone who can quickly learn, assimilate with the team, and treat this like it's their own business.

Forest Product Supply
9264 Manchster Rd. – St. Louis, MO 63144
Phone: 314-961-6194 Email: sbardon@fp-supply.com