



Back Office Filing Clerk & Administrative Assistant

Who: Back Office Filing Clerk & 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 filing, invoicing, customer payments, and clerical work.

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

When: Looking to hire this Winter. Role is Monday – Friday, 7am – 4pm with flexible Friday's.

Why: A great company to work at 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 currently two administrators. We have roughly 600 customers and ship, bill, and invoice around 300 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 filing and invoicing daily orders, matching and posting checks, assisting with paperwork related to purchase orders and reporting, submitting payment vouchers, and assisting in general filing and organization.

We are looking for someone with experience in a similar role. 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 Products Supply
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