



Administrative Assistant-Reception

Jewett Cameron is looking for our next multi-talented Administrative Assistant. This is a support role of multiple functions throughout our company with a focus on making that first point of contact for our customers and visitors a positive experience.

A successful candidate is dependable and ready to take ownership of any assigned tasks. Someone who enjoys working with a team committed to getting the job done.

Founded in Oregon in 1953, the Jewett Cameron Company strives to develop and build premier products in fencing, pet home, and outdoor living. We are guided by our defining principles of crafted, stewardship and legacy. As such, we apply the same care in developing our products as we do investing in our people, our partnerships, our environment, and in the communities where we live, work and play.

Responsibilities in this Role

- Answering and routing incoming calls
- Addressing, welcoming and routing guests into the building
- Advising visitors of COVID protocols at entry, providing resources as needed
- Scanning invoices & Daily deposits
- Ordering, organizing and tracking office supplies, paper products and kitchen supplies
- Outgoing and Incoming mail posting, sorting, distributing, pickup and delivery
- Assist in coordinating outside cleaning, maintenance & repair services
- Filing and retrieving files
- Morale & Safety Committee participant
- Event planning and lunches for training, etc. as needed

Ideal Candidate Requirements/Qualifications

- High School Diploma or 2 year degree or certificate preferred
- 2-4 years front desk experience
- Comfortable working in Word, Excel and other software programs
- Detail-oriented and ability to manage multiple projects simultaneously
- Able to stay focused in an environment with multiple interruptions
- Strong written and verbal communication skills
- Ability to work independently and collaboratively
- Able to balance multiple priorities, organize and communicate those effectively to managers or others seeking assistance

Physical Requirements – Work Environment:

- This role typically works in an office environment and uses a computer, telephone and other office equipment as needed to perform duties.
- The noise level in the work environment is typical of that of an office. Frequent interruptions may be encountered throughout the work day.
- The employee is regularly required to sit, talk, or hear; frequently required to use repetitive hand motion, handle or feel, and to stand, walk, reach, bend or lift up to 20 pounds.
- Strict Covid-19 protocols including masks that cover nose and mouth per OSHA guidelines to be worn at all times.

Jewett Cameron offers a competitive salary and a rich benefits package including:

- Medical, Dental, FSA and Employer funded HRA
- Employer Sponsored Short-term Disability, Life and AD&D coverage
- Profit sharing and an exceptional 401k match
- A family-friendly team with generous and flexible PTO
- An environment dedicated to ongoing learning and professional development