

Order Number:

NY1541455

Date Job Order Received:

08/04/2025

Number of Openings:

1

Company Name:

Johnson Lumber Company

Job Title:

Office Administrator

Minimum Experience Required:

6 Months

Job Description:

At Johnson Lumber Mill, we take pride in crafting high-quality pine lumber with precision and purpose. As a family-run business located in the heart of the Northeast, we are committed to sourcing logs from local loggers and maintaining industry-leading standards to deliver unfinished and pre-finished wood that meets the needs of builders, designers, and DIY enthusiasts alike. Summary We are seeking an Office Administrator to join our team at Johnson Lumber Mill. In this role, you will be essential in ensuring smooth office operations and providing outstanding customer service. Your contributions will help us maintain our commitment to quality and support our mission of bringing projects to life. Responsibilities Answer and direct incoming phone calls with professionalism and accuracy Prepare and send quotes to wholesale lumber customers Label, package, and track product sample shipments Assist with scheduling and coordinating deliveries and freight logistics Provide general administrative support including filing, order entry, and data management Communicate with team members, vendors, and customers to ensure smooth daily operations Collaborate with other departments to enhance communication and efficiency. Requirements Strong organizational skills and attention to detail Excellent written and verbal communication abilities Comfortable working with computers, email, and order systems (training provided) Able to multitask and prioritize in a busy office setting A positive, team-player attitude and willingness to learn

Job Location:

Carthage, New York 13619

Pay:

\$20.00 - \$24.00 Hourly

Benefits:

Health Insurance, Vacation, Retirement/Pension

Hours per Week:

Not specified.

Duration:

Full Time, Regular

Work Days:

Varies

Shift

Not specified.

Public Transportation:

Not specified.

Minimum Education Required:

GED

Driver Licenses, Including Endorsements:

Not specified.

How to Apply:

To apply, contact the employer by: Internet or Phone

Phone: Johnson, Pam (315) 493-1774, Ext. 23

Web-site:

https://www.indeed.com/viewjob?jk=a39064389e40a512&from=shareddesktop_copy