



**GOLDENSTATE**

## **Administrative Assistant**

Golden State Lumber is a family-owned company that has been in business since 1954. It is a company that recognizes that people are its most valuable resource and is looking for someone who will fit into the culture and strive to achieve the company's goals. Golden State Lumber has been voted among the Best Places to Work in the San Francisco Times for multiple years. Be a part of our team that is passionately driven, flexible and genuinely curious.

We are looking for a full-time Administrative Assistant to join our San Rafael location at:  
**1100 Andersen Drive San Rafael Ca, 94901.**

**Pay Range:** \$22.00 - \$28.00 (DOE)

**Shift:** Tuesday – Friday, 8:30 AM – 5:00 PM & Saturday 6:30 AM – 3:00 PM

**\*This position is located onsite and is not a remote or hybrid position.**

### **Responsibilities/Job Description:**

The Administrative Assistant is responsible for answering phone calls and greeting customers. Carries out administrative duties such as filing, typing, copying, binding, scanning etc. The ideal candidate should have excellent oral and written communication skills and be able to organize their work using tools, like MS Excel and office equipment.

Key Responsibilities Include:

- Provides administrative support to ensure efficient operation of the office.
- Answers phone calls and greets customers.
- Carries out administrative duties such as filing, typing, copying, binding, scanning etc.
- Completes operational requirements by scheduling and assigning administrative projects and expediting work results.
- Exhibits polite and professional communication via phone, e-mail, and mail.
- Supports team by performing tasks related to organization and strong communication.
- Maintains office supplies inventory by checking stock to determine inventory level, anticipating needed supplies, placing, and expediting orders for supplies.
- Contributes to team effort by accomplishing related results as needed.
- Performs some accounting tasks as needed, including taking cash and credit payments as well as posting in system.

### **Physical Requirements**

- Prolonged periods of sitting at a desk and working on a computer.
- Frequent use of hands and fingers for typing, data entry, and operating office equipment (Keyboard, mouse, phone, copier, scanner, printer).
- Ability to communicate clearly in person, via phone, and through electronic communications.

- Occasional Standing or walking within the office to retrieve files, coordinate with staff, or assist visitors.
- Ability to lift and move office materials up to 10-20 pounds occasionally (files, paper boxes, office supplies).
- Visual ability to read computer screens, printed documents, and small text.
- Ability to reach, bend, or stoop occasionally to access files, drawers, or office equipment.

### **Qualifications/Experience**

- Excellent Communication, interpersonal, and customer service skills.
- 3 years of administrative assistant experience
- Administrative Writing Skills
- Working knowledge of office equipment, like printers and fax machines
- Proficiency in Microsoft Office (Excel, Word, Outlook and PowerPoint, in particular)

### **What makes our Company a great place to work?**

- Team atmosphere
- Casual work setting
- Dedicated long term employees
- Established business environment

We have a great company culture and we value our employees and customers above all else. Compensation commensurate with experience. The company offers a generous benefits package for full-time non-union employees including:

- Medical Benefits
- Dental Benefits
- Matched 401k
- Matched 529 plan
- Student Loan Program
- Employee Assistance Program
- Paid Time Off
- Paid Holidays
- Paid Time Off to participate in a Volunteer Program
- Profit Sharing Bonus
- Employee sponsored tobacco cessation program
- Bonus and Commission plans based on position

### **Join our Golden State family, and your first month of your Medical and Dental benefits are on us!**

Medical and Dental are effective the first of the month following your date of hire. Your cost for medical and dental benefits is based on the type of coverage you have as well as your payment tier. Golden State will cover the full cost for the first month of your medical and dental benefits. After the first month, your medical and dental premium contributions will be deducted out of your paycheck.

Golden State collects information covered by the California Consumer Privacy Act. Details located at <https://www.goldenstatelumber.com/privacy-notice-for-california-residents/>

**Recruiter Contact:** Ramiro Ramirez | [Rramirez@goldenstatelumber.com](mailto:Rramirez@goldenstatelumber.com)