



# Administrative Assistant

Restoration Fuels, LLC  
John Day, OR 97845

## Job details

Salary

\$15 - \$20 an hour

Job Type

Part-time (up to 30 hrs/week)

Number of hires for this role 1

## Qualifications

High school or equivalent (Preferred)

## Full Job Description

**Company:** Restoration Fuels

**Position:** Administrative Assistant

### About the Position:

The administrative assistant will provide clerical and administrative support at our torrefaction plant in John Day, Oregon. The position will report to the Production Superintendent and will be responsible for the following:

- Maintaining production, inventory, and quality control databases
- Supporting monthly reporting of production and inventory
- Assisting with new employee paperwork and onboarding
- Processing all receiving paperwork for both raw materials and supplies to maintain inventory controls and compliance with our FSC/SBP certifications
- Provide necessary data and paperwork to the Accounting department to ensure accurate and timely bill payment
- Assist with bi-weekly timesheet submittal and payroll processing



## Minimum Requirements

- High school diploma
- One to Three years relevant work experience
- Working knowledge of Microsoft Word and Excel, as well as Adobe Acrobat
- Ability to work with a small team in a manufacturing setting
- Strict adherence to safe workplace practices
- Payroll experience is not required but a would be considered an asset

## Additional Details:

Potential benefits include access to health insurance, a 401k retirement plan, and paid time off (if the position exceeds 32 hrs/wk).

Salary range is \$15 to \$20 per hour, depending on experience.

The plant will operate on a 24-hr/day, 7-day/week schedule. This position will routinely work a 6-hour day 5 days per week. However, longer hours may be required at month and year end to support data reporting activities.

### Benefits:

- 401(k)
- Dental insurance
- Health insurance
- Paid time off
- Vision insurance

### This Job Is:

- Open to applicants who do not have a college diploma

### Company's website:

- <https://restorationfuels.com/>