



Growing Your Future

OPEN POSITION – ADMINISTRATIVE ASSISTANT

Forest Resource Consultants, Inc. is seeking to fill an Administrative Assistant position in Macon, Georgia. The following information describes our requirements and job responsibilities.

Interested and qualified parties should send resumes no later than **July 15, 2024**.

Position Title: Administrative Assistant
Reports To: Office Manager

Purpose of Position

To support the FRC organization in providing quality service to clients. Responsibilities include timber sale related activities, contract preparation, data entry, real estate contract preparation, and other work as required to assist various managers in meeting the overall objectives of FRC management.

Key Tasks

- Data entry associated with various types of activities, including audits.
- Work with timber buyers, attorneys, Account Managers in successfully closing timber sales.
- Timber security associated with pay-as-cut sales, reconciling settlements with load sheets.
- Verify quarterly tax forms for accuracy prior to distributing to various county tax assessors.
- Prepare correspondence, contracts, and spreadsheets as required by FRC personnel.
- Assist in report compilation and assembly.
- Prepare budget/activity reports as various clients require under Account Manager’s supervision.
- Assist receptionist in fulfilling telephone duties.

Key Competencies

- Professional representation of FRC to clients, visitors, etc.
- Excellent organizational and communication skills.
- Proficient in using Microsoft Windows, Word, Excel, and Access software.
- Ability to work efficiently with a variety of people and personalities.
- Exhibit pride in quality of work.
- Ability to understand workflow and set priorities to meet deadlines.
- Good basic math skills.
- Ability to work independently.

Minimum Qualifications

- Must have a high school diploma or equivalent.
- Associate degree in business science recommended.
- Ability to type 50 words per minute.
- Must exhibit professionalism in appearance and performance.
- Two years prior work experience in a related field.

Forest Resource Consultants, Inc. • 964 Georgia Avenue, Macon, GA 31201 • (877) 832-2441 • frc.us.com

Arkadelphia, AR
Nacogdoches, TX
Macon, GA

Columbus, GA
Perkinston, MS
Statesboro, GA

Madison, GA
Quitman, MS
Waycross, GA

Salary & Benefits

Competitive entry level salary or salary commensurate with skills and experience. Salary review annually. Competitive benefits package that includes health, life and disability insurance, 401(k) Plan, optional dental insurance, paid vacation and holidays.

Vehicle

Employee must provide reliable transportation as well as auto insurance. Company pays for business use on a per-mile basis, though such use is minimal for this position.

FURNISH:

Send resume and professional references to the following address for consideration:

Paula Smith
Forest Resource Consultants, Inc.
964 Georgia Avenue
Macon, GA 31201

Or email to paula.smith@frcemail.com

Forest Resource Consultants, Inc. is a large regional southeastern consulting firm with an excellent reputation and diverse client base, maintaining a highly ethical work standard and professional top-quality staff.

Forest Resource Consultants, Inc. is an equal opportunity employer and does not discriminate on the basis of race, sex, gender, national origin, religion, disability, age, genetic information, or any other characteristic protected by applicable federal or state law. Forest Resource Consultants, Inc. is an E-Verify company.