



SEED PAPER THAT GROWS

Administrative Assistant to the Operations Manager

Permanent position

We're looking for an enthusiastic team member to support the Operations Manager in his duties by taking care of the clerical, research and project management tasks, and to administer the purchasing and HR systems.

You are right for the job if:

- You have advanced computer skills with Word, Excel, email and internet searching.
- You have excellent written and oral communications skills.
- You are an efficient, effective worker who looks for ways to work smarter, not harder.
- You get along with people from varied backgrounds and levels of a company.
- You are very detail-oriented.
- You hold a valid driver's license and own a vehicle.

Duties & Responsibilities

- Maintain filing and office organization
- Act as contact person for suppliers
- Administer the Quality Manual system
- Purchase raw materials and organize monthly inventory
- Summarize payroll hours for bi-weekly payroll
- Participate in interviews with Operations Manager
- Do new hire orientations
- Act as a member of the Safety Committee
- Research suppliers for raw materials and equipment needed, compiling information for review by Manager or Team Leaders
- Cross-trained in order entry and telephone answering to provide assistance to Customer Care
- Assist in other Operations departments (Printing, Assembly, etc, as needed)
- Other tasks as needed

Apply by submitting resume and cover letter explaining how you are a fit for the position to Bryce Saunders (hr@botanicalpaperworks.com) by February 27, 2012. We thank all applicants; however, only those selected for an interview will be contacted.

About Botanical PaperWorks

Botanical PaperWorks is the world-leading producer of eco-friendly paper products that grow into flowers when planted. We manufacture and sell stationery, invitations, wedding favors, and corporate and promotional products made from paper embedded with seeds. When planted, the seed paper grows into North American wildflowers or a variety of culinary herbs.

Clients include Starbucks, Sony and TimeWarner and we've been featured in media such as Martha Stewart, Fast Company, the Wall Street Journal and the Huffington Post.

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