



We're Hiring!

Sales Admin Assistant – Immediate Start Available

**Southeastern Timber Products
Ackerman, MS**

We're looking for a **Sales Admin Assistant** to join our **lumber mill** located in **Ackerman, Mississippi**. Southeastern Timber Products (STP) produces forest products for **customers nationally** so they can build their homes and their communities.

Southeastern Timber Products started in 1972 and had been in business for over 50 years. We're growing, and now is an exciting time to join us!

Job Qualifications:

- one to two years' experience in a sales admin role.
- Self-motivated individual with well-developed organizational and time management skills.
- Excellent communication between sales team, accounting, and customers
- Demonstrated ability to work and contribute in a team environment.
- Excellent computer application skills
- High school diploma required

Your workday will look something like this:

- Daily check of the lockbox and posting customer payments to their respective accounts. This will also include determining eligibility for earned discounts if paid during the specified timeframe to earn a discount.
- Daily invoicing of lumber shipments for the prior day's shipping
- Schedule trucks to pick up lumber loads and follow up to make sure the load is shipped.

What's in it for you?

- You'll take on an **exciting new challenge** with a **dynamic group of people**, in a **team-oriented environment**.
- You'll earn a **competitive salary**.
- **You'll be eligible for excellent benefits** and access to a **401K**.
- You'll have **sick leave** and **holiday time** so you can focus on your health and time with loved ones.
- You'll have access to a **flexible spending account**.
- You'll be supported with **opportunities for development and advancement**.



We're Hiring!

If this position sounds like a fit for you, we'd love to hear from you. **Apply today at www.setimbercareers.com or stop by in person to fill out an application.**

About Ackerman

With approximately 1,700 people, the town of Ackerman was chartered on February 16, 1884 and named for the president of the railroad, William K. Ackerman. Located 110 miles Northeast from Jackson, MS, Ackerman has been the County Seat of Choctaw County since 1896. The town is located near the headwaters of the Yockanookany River, a tributary of the Pearl River. Also, nearby is the Tombigbee National Forest, which offers an abundance of recreational activities including, hiking, biking, boating, and camping. The city of [Starkville](#), home of Mississippi State University and a variety of stores, restaurants and activities, is just a quick and easy 30-minute commute away.

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To protect the privacy of your personal information, please ensure that when applying online, you are directed to STP's job opportunities through our website at www.setimbercareers.com.