



Business Operations Manager

Associated Oregon Loggers, Inc. (AOL)
Salem, Oregon

DESCRIPTION

Job Title: Business Operations Manager
Location: Salem, Oregon
Hours: Full-time; salaried position
Compensation: DOE

THE COMPANY

Associated Oregon Loggers, Inc. (AOL) is the statewide trade association representing and serving forest operations and logging small businesses, from its headquarters in Salem, Oregon. With our team of 17 professionals, we proudly provide voice and valued business services to more than 1,000 family-owned member companies located statewide.

SUMMARY

We are recruiting for a motivated administrative professional to join our management team. The Business Operations Manager will perform the administrative services of the organization, addressing a demanding mix of business functions: financial, human resources, information systems, association communication, event planning, and supervision of three specialists.

This program Manager delivers a portfolio of administrative services to support the professional staff, organization assets, membership programs, association governance, business communication, member relationships, and partnerships with numerous vendors and cooperators. Manager conducts administrative operations smoothly by leading a team of administrative and technical specialists. Manager serves on AOL's management team, reporting to the Executive Vice President.

In serving as the company's authority on administrative functions, Manager must be successful in a broad range of performance and business settings, including: subject matter expertise, accounts, performing administrative functions, extensive communication and publishing, comprehensive data records utilization, off-site banquet and meeting arrangements, personnel support, legal and technical matters, strategic plans, plus delegation and supervision of the administrative team. The Manager's successful administrative programs support the association's growing strength of voice and service to membership.

RESPONSIBILITIES

- Manage AOL's administrative services, addressing many business functions: financial, human resources, information systems, association communication, event planning, and supervision
- Accounting fiscal lead in budget, payable/receivable, cost, payroll, assets, statements
- Human resources lead for personnel actions, performance, benefits, recruiting, records
- Information systems lead for association data, program support, communication, technology
- Communications and association relations lead to inform, publish, report, and transact business
- Event planning and management lead – arrangements for off-site conferences and meetings
- Contracted services lead – manage AOL assets, facilities, consultants, and partner contracts
- Supervise an administrative team of three administrative and technology specialists
- Management team member demonstrating program leadership, coordination, and mentoring
- Association member relations to foster governance for member-driven outcomes
- Small business service and voice to deliver value to independent contractor membership
- Performance development for high-level Manager performance and personal career growth

QUALIFICATIONS

- Commitment to the mission, values and goals of Associated Oregon Loggers
- Associate or bachelor or degree in business, accounting, resources, or communication (preferred)
- Ten+ years of experience in administration, bookkeeping, human resources, insurance or management
- Experience with small business, supervision, project oversight, and contracting (preferred)
- Experience in an office setting to manage multiple administrative and financial programs (preferred)
- Ability to conduct full-cycle accounting, budgeting, reporting, and auditing functions of a business
- Ability to interpret, problem-solve, negotiate, decide within applicable business policy and regulation
- Ability to administer the human resource support functions for 17 professionals
- Ability to collaborate with a diverse volunteer board, member owners, vendors, and staff team
- Successful team-builder with relationship ability to effectively supervise and motivate others
- Proficient with modern business communication and technology, including QuickBooks and MS Office
- Demonstrated leadership attributes necessary for manager professional performance
- Equipped with strong business communication, interpersonal, and analytical skills
- Proven professionally responsible as demonstrated by satisfactory background verification
- Valid driver's license, good driving record, and ability to travel to meetings and events statewide

PAY

Competitive salary commensurate with experience

BENEFITS

- Employer provided vehicle and paid travel expense
- Rewarding work with great people and family business
- Enriching career opportunity
- Good family medical and dental plan
- Paid holidays, vacation and sick leave
- Generous 401(k) retirement plan and life insurance

APPLICANTS

Send resume and cover letter to:

dkliewer@oregonloggers.org

Dorena Kliewer; Associated Oregon Loggers, Inc

PO Box 12339; Salem, OR 97309

AOL is an equal opportunity employer, including disability and veterans

MORE ABOUT AOL

The logging and allied forest contract company members of AOL have a major role to safely manage 30 million acres of private and public forests across Oregon—as contractors, working families, employers, purchasers, and vendors of forest management. Their stewardship includes: harvesting, roading, reforestation, young forest management, transportation, protection, fuel treatment, forest health restoration, forestry services, suppliers, and allied forest management. Oregon is America's largest grower and producer of structural lumber, plywood, and engineered wood products.

Founded in 1969, AOL for over five decades has been the reliable source of business services and strong voice for the forest contract sector—delivering group insurance, safety and health consulting, employer/business assistance, policymaking, political advocacy, professional qualification, education, industry communication, public relations, and community philanthropy. From AOL's Salem headquarters office—centrally located in the mid-Willamette Valley's commerce hub—we are accessible to Oregon's abundant forests, business, government, as well as its best recreation and lifestyles in either urban or rural environs. Visit our website at: www.oregonloggers.org