



ASSOCIATED LOGGING CONTRACTORS, INC.

JOB POSTING

Administrative Assistant

Office Location: 10589 S. Hwy. 95, approximately 8 miles south of Coeur d'Alene, Idaho

Office Hours: Monday – Friday, 8:30 a.m. – 4:30 p.m.

Wage: \$16.00 - \$18.00 per hour, depending on qualifications and experience

POSITION OVERVIEW

Associated Logging Contractors, Inc. (ALC) is seeking a professional, organized, and service-oriented Administrative Assistant to support the day-to-day operations of ALC and ALC Services, Inc.

The Administrative Assistant is responsible for helping meet members' needs by providing professional administrative assistance to the ALC Services Operations Manager, Membership & Industry Programs Coordinator (MIPC), and Safety & Projects Coordinator, while providing professional and courteous service to ALC members, vendors, and the public.

This position is an important part of ALC's day-to-day operations and member service. The successful candidate will be dependable, organized, professional, detail-oriented, and comfortable working in a fast-paced environment with a variety of responsibilities.

ESSENTIAL JOB DUTIES

Duties include, but are not limited to:

- Perform general office filing and digitization of archived and other files.
- Answer and direct telephone calls and respond to general inquiries.
- Process incoming and outgoing mail.
- Process credit card transactions.
- Assist with sales of safety supplies.
- Package and ship merchandise and other materials.
- Maintain general office organization and cleanliness.
- Assist with safety supply inventory, including ordering, receiving, stocking, and restocking supplies.
- Provide general administrative and clerical assistance to ALC staff.
- Assist with meetings, conferences, industry events, and other organizational activities as needed.
- Provide professional and courteous customer service to members, vendors, board members, and the public.
- Perform other duties as assigned.

PHYSICAL REQUIREMENTS

- Ability to sit, stand, walk, bend, reach, and use hands and fingers for routine office and event-related tasks.
- Ability to operate standard office equipment, including computers, printers, telephones, and other business machines.
- Ability to occasionally lift, carry, push, or pull materials weighing up to 25 pounds.
- Ability to travel occasionally for meetings, conferences, industry events, and member visits.
- Ability to work in both office and outdoor environments, including exposure to varying weather conditions during industry events and site visits.
- Ability to drive a motor vehicle when travel is required.
- Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of the position.

MINIMUM QUALIFICATIONS

- High school diploma or GED required.
- Two (2) years of administrative, office support, customer service, bookkeeping, or related experience preferred.
- Proficiency in Microsoft Office Suite, including Word, Excel, Outlook, and PowerPoint.
- Strong organizational skills and ability to manage multiple tasks and priorities.
- Excellent verbal and written communication skills.
- Strong attention to detail and accuracy.
- Ability to maintain confidentiality and handle sensitive information with discretion.
- Ability to work independently with minimal supervision while also functioning effectively as part of a team.
- Ability to interact professionally with members, vendors, board members, and the public.
- Valid driver's license and ability to travel occasionally, if required.

PREFERRED QUALIFICATIONS

- Associate degree in Business Administration, Accounting, Human Resources, Communications, or a related field.
- Experience working in a nonprofit, trade association, membership organization, or small business environment.
- Experience coordinating meetings, events, conferences, or training programs.
- Familiarity with the logging, forestry, trucking, or natural resources industry.

HOW TO APPLY

Interested candidates are encouraged to visit ALC's website, complete the employment application and submit the application with a current resume.

The deadline for applications is September 9, 2026 at 12:00 p.m. local time.

Please submit application materials to:

Marlana Martin

Email: marlana@idahologgers.com

Applications and resumes may be submitted by email.

Associated Logging Contractors, Inc. is an equal opportunity employer.