

Accounts Payable/ Front Office Clerical Position

Lone Rock Timber Management • Roseburg, Oregon

Lone Rock Timber Management is accepting applications for the position of Accounts Payables. Responsibilities include but are not limited to; processing invoices for payment, answer incoming phones calls, data entry, inventory management and general office support, DOT driver logs, and DMV trip permits. Must have excellent written and oral communication skills, work well within a team, efficiently manage deadlines while maintaining accuracy, 10-key by touch, knowledge of Microsoft Excel and Word, be dependable, ambitious and willing to learn.

The position is eligible for the company's full benefits package; medical, dental, vision, short-term and long-term disability, 401K, vacation and holiday pay.

Please send resume and cover letter to:

Andrea Kellom

P.O. Box 1127 • Roseburg, Or 97470

akellom@lrtc.com



**LONE ROCK
RESOURCES**
Roseburg, Oregon

Lone Rock Timber Management is a Drug Free, Equal Opportunity Employer.