

Job Description | Facilities Administrator

Position Overview

Reports To: Tuolumne General Manager

Location: Tuolumne County, CA

Status: Full-time, 40 hours per week, Monday – Friday

Direct Reports: None

Career Path: This position offers advancement opportunities to HR Manager, Safety Manager, or Operations Manager roles based on performance and demonstrated capabilities

Company Overview

Heartwood is an innovative wood products manufacturer focused on forest restoration in the West. Our business model centers on finding value in logs that can't be made into traditional forest products, while creating meaningful jobs and healthy financial returns. With facilities in Northeastern Oregon and Central Sierra California, we are committed to transitioning rural economies from extractive to restorative practices, fostering community respect and trust.

Role Description

The Facilities Administrator provides comprehensive administrative support for Heartwood's Tuolumne Biomass facility operations, including payroll processing, inventory management, scheduling, vendor management, and production monitoring. This position serves as a key liaison between operations, management, and external partners while maintaining efficient facility operations. The role offers development opportunities in human resources, safety, and operations management tracks, with advancement potential based on performance and demonstrated capabilities.

Essential Functions

Administrative Operations

- Process bi-weekly payroll and maintain accurate employee time records
- Manage vendor contracts and maintain relationship documentation
- Coordinate facility maintenance schedules and record-keeping
- Support Tuolumne General Manager with administrative tasks and documentation
- Maintain organized filing systems for all facility documentation
- Schedule and coordinate team meetings and facility events

Inventory & Production Management

- Monitor and maintain accurate inventory records for all supplies and finished goods
- Track daily production metrics and prepare reports for management

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- Conduct regular inventory audits and reconciliations
- Forecast supply needs and coordinate with purchasing
- Update performance tracking systems and generate regular reports

Logistics & Shipping

- Coordinate inbound and outbound shipments with vendors and customers
- Generate and maintain shipping documentation including Bills of Lading
- Schedule transportation and delivery appointments
- Track shipment status and communicate updates to relevant stakeholders
- Manage shipping vendor relationships and performance

Leadership Development Opportunities

Human Resources Track

- Assist with recruitment and onboarding processes
- Support employee relations and engagement initiatives
- Learn HR compliance and policy development
- Participate in performance management processes
- Gain exposure to benefits administration and workforce planning

Operations Management Track

- Participate in production planning and optimization
- Learn process improvement methodologies
- Assist in developing operational procedures and workflows
- Gain exposure to budget planning and cost control
- Support strategic planning initiatives

Safety & Compliance Track

- Maintain safety records and documentation
- Assist in coordinating safety training sessions
- Ensure compliance with company policies and procedures
- Track and maintain required certifications and permits

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Key Relationships

Tuolumne General Manager: Primary reporting relationship, align on priorities, escalate issues

Production Team: Support daily operations, maintain communication flow

Vendors & Suppliers: Manage relationships, contracts, and scheduling

Shipping Partners: Coordinate logistics, maintain documentation

Corporate HR Department: Coordinate on payroll and personnel documentation

Growth & Development

- Regular performance reviews with clear advancement criteria
- Mentorship opportunities with senior management
- Access to professional development and training programs
- Cross-training opportunities between HR, Safety, and Operations functions
- Project leadership opportunities to demonstrate management capabilities

Qualifications

Required Experience

- 1-3 years of administrative experience in manufacturing or industrial setting
- Proven experience with inventory management systems
- Strong proficiency in Microsoft Office Suite
- Experience with payroll processing and vendor management
- Excellent organizational and multi-tasking abilities

Education

- Bachelor's degree in Business Administration or related field preferred
- Relevant certifications in facility management a plus
- Willingness to pursue additional certifications in HR, Safety, or Operations Management

Skills & Competencies

- Strong attention to detail and accuracy
- Excellent written and verbal communication skills
- Ability to work independently with minimal supervision

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- Problem-solving and analytical thinking capabilities
- Proficient in data entry and database management
- Leadership potential and initiative
- Demonstrated ability to learn and adapt quickly
- Strong interpersonal and team-building skills

Physical Requirements

- Ability to lift up to 20 pounds occasionally
- Ability to bend, stoop, and carry items as needed
- Regular walking through the facility required

Work Environment

- Office environment with regular visits to the production warehouse, merchandising line, and log yard
- Exposure to typical manufacturing facility conditions
- May require occasional travel to Wallowa Oregon facility for training or coordination

Career Advancement Criteria

Advancement to HR Manager, Safety Manager, or Operations Manager roles will be considered based on:

- Demonstrated leadership capabilities
- Successfully completing assigned development projects
- Meeting or exceeding performance metrics
- Acquiring relevant certifications or additional education
- Showing initiative in process improvement
- Building effective relationships across the organization
- Contributing to company growth and efficiency