



1500 Rosita Road, Westcliffe, CO 81252

Job Title: **General Business Manager** -- Forestry Services and Wood Products

updated 3-11-22

This job includes overseeing, management, and coordination of various aspects of the business including financial, employee management, customer relations, operation efficiency, and product/service sales. Our forestry services include (but are not limited to) forest thinning and density management, insect and disease control, and fire mitigation. Our products include (but are not limited to) firewood, lumber, beams, poles, sheds, cabins, wood furniture, and other wood assemblies.

The management responsibilities are broken into the following categories, which are subject to change and adaptation as experience is gained with the company.

- a) **Financial:** Overseeing the office staff and managing the bookkeeping for the overall business which includes: 1. Familiarity with product prices and availability. 2. Making and recording sales quotes, invoices, and receipts. 3. Tax reports, payroll, bank deposits, reconciling bank statements, and 4. Paying bills. Coordinating various tasks between the production crew and office staff: Tracking, ordering and keeping raw materials in stock at sufficient levels for anticipated production. Ordering supplies for equipment, production, and mechanics. Also: Filing and organization of maintenance records. Maintaining files and office organization, and other related tasks of running the business.
- b) **Employees:** Ensuring accurate tracking and data entry from employee timesheets and completion of weekly payroll. Implementation of the safety program, including keeping safety records and holding monthly meetings. Accepting and reviewing job applications, conducting interviews, getting second opinions, and making hiring decisions. Good employee relations within the whole company.
- c) **Products:** With Product Manager, organizing product price sheets and reviewing prices. Oversee order management, production flow, materials, and shipping in conjunction with the production crew. Website page edits and updates with products, prices, and descriptions. Working with our Product Sales Specialist to develop new products and update existing ones.
- d) **Forestry Services:** With the Forestry Manager, overseeing of forestry operations and insuring their completion on time. Review negotiations with landowners on project specifications and desired outcomes. Making sure forestry crews have equipment and materials needed to finish projects.
- e) **Customers:** With the Sales Manager, review procedures and outcomes of taking phone calls and orders. As necessary, oversight of greeting customers, giving tours, conducting product sales, and making sure mill facilities are organized. And oversight of customer files and records maintenance, both physical and computerized.

Each employee is trained and checked out over time in simple to more complex operations and procedures, depending on demonstrated and/or documented skills and their particular interests and the company needs. The Business Manager (overall Forestry and Products) will be knowledgeable in and responsible for oversight of new employee training with basic operations, which include for the office staff answering phone calls and taking orders, customer walk-ins, data entry with QuickBooks, and overall company finances. And for oversight of full training for Wood Products and Forestry Technicians, including safety and operations procedures for equipment.

We expect that the General Business Manager will be self-motivated, adaptable, good with math and details, physically fit, and complete work on-time and to a high standard of quality. Customer relations,

employee management, and communications are involved and the employee must represent the company well. The employee is responsible as a team member for working well with others, sharing workloads, attention to detail, and performing the operations in a quality and professional manner. This is especially important for our General Business Manager as you will be the top level go-to person for all of our operations.

Compensation is \$20-\$40/hour, plus commission, and is relative to initial skills and experience, demonstrated skills over time, sales and overall economics of the business, attendance, interest in the job, continuous learning and improvement, and contribution to overall production and quality, as well as overall crew improvement. Our desired qualifications for this position include general business and sales experience, experience in the wood products business, familiarity with forestry and forest management, experience with QuickBooks and Microsoft Office products (Word, Excel, PowerPoint), and small business general bookkeeping (payroll management, quote/invoice/receipts, state/federal tax requirements). Training in any of the above skills that they do not have experience with can be done, but proficiency in the majority of these skills is required for employment.

Please send your detailed resume with references to [len.at.greenleaf@gmail.com](mailto:len.at.greenleaf@gmail.com). THANKS!