



Steigerwaldt Land Services, Inc., is a full-service forestry, GIS, real estate, surveying, and appraisal company with offices in Tomahawk and Hayward, Wisconsin; and Negaunee, Michigan. Steigerwaldt has been a family owned and operated business since 1957.

We are currently seeking one **full-time, Administrative Specialist** at our Tomahawk, WI office location. Responsibilities include, but are not limited to invoicing of accounts receivable, tracking time and expense reports, proofing of proposals, and preparing customer correspondence.

Becoming a member of Steigerwaldt is more than just an opportunity to follow your passion. It is an opportunity to be a part of an organization that fosters professional growth, nurtures your talent, and allows you to take ownership of your career path. A strong sense of brand, culture, and values define our company and our team. Our office culture is one that values synergy in the office and in the field.

Steigerwaldt creates a transparent and inclusive environment that involves you in team decision-making, cross-department learning, career path exploration, and hands-on experiences for you to grow your breadth of knowledge.

The intrinsic benefit of Steigerwaldt's work environment is complimented with a full benefit package* including:

- Profit sharing
- Health insurance
- Vacation
- Paid holidays
- 401k

** Following the successful completion of evaluation period. Salaries commensurate with experience.*

If this sounds like the supportive, passion-driven, professional environment you would engage and thrive in, please apply to join our team.

The ideal candidate would meet the following criteria and competencies to complete and excel in the day-to-day tasks of an Administrative Specialist and as a member of the Steigerwaldt team:

- Strong organizing and planning skills that are conducive to being highly productive and efficient for the company and client.
- Engages in active listening to understand and act on the expectations of peers, supervisors, and clients.
- Prioritizes communication by taking responsibility for continuously seeking and sharing information to best anticipate and meet customer and director needs.
- Embraces change and can modify behavior and plans to effectively achieve goals. Adaptability, flexibility, and change agility is necessary.
- Maintains composure and patience in stressful circumstances.
- A team player who is an ambassador of integrity, respect, curiosity, and flexibility.
- Has the drive, energy, and initiative to work independently in varied settings, both in the field and with clients and other professionals.
- An effective problem solver that can identify the root of a problem, provide productive solutions, act decisively, and show good judgement.
- An individual who will use Steigerwaldt's mission of 'Quality work fast, with honesty and integrity' as a benchmark for decision making and standard of work.
- Competent with Microsoft Office software.
- Knowledge and skilled in accounting and administrative tasks.
- Accounting degree preferred, but not required.

Posting Date: October 7, 2020 Position will be filled within one to three months. Interviews will be scheduled throughout this time period. Desired start date is November 2, 2020, dependent upon candidate availability.

Please note that this position may be filled sooner, as there is flexibility in the start date. Your resume with cover letter is to be transmitted by mail or email to the contact below.

Contact:

Ashley Beatty

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