

May 2025

Career Opportunity



Current Opening: Sales/Administrative Assistant

TBM Hardwoods, Inc. is an industry leader in the manufacturing and delivery of high quality hardwoods and custom mouldings in Hanover, PA. We are growing and looking for motivated, detail and task-oriented candidates who are passionate about serving others including customers and teammates.

In addition to competitive wages, TBM Hardwoods offers a premium benefits package including generous profit-sharing retirement plan, bonuses, paid time off for holidays, vacation and personal needs, and complete health benefits (medical, prescription, dental and vision).

The position entails supporting sales by handling administrative tasks such as:

- Managing customer communications and responding to inquiries via email and/or phone
- Inputting new sales and purchase orders
- Supplying inventory, order status, and customer details to external sales representatives
- Managing walk-ins and incoming phone queries
- Assisting with scheduling of weekly delivery routes
- Executing supportive team administrative responsibilities as required

Required Skills/Abilities

- Task oriented, excellent attention to detail, customer service driven
- Strong verbal and written communication skills
- Microsoft Office (MS Word, Excel, Outlook) proficiency required
- Open to learning company software for order entry and inventory queries
- Must thrive in a team setting and embrace new challenges
- Possess a positive outlook and be eager to assist others

Experience

- Sales and/or marketing experience; 1-2 years a plus
- Customer service experience; 1-2 years a plus
- Hardwood, lumber and/or millwork industry experience a BIG plus!

Job Type: Full Time, On Site

To Apply Please visit TBMHardwoods.com/Careers and download our Job Application. Mail or drop off completed application at TBM Hardwoods c/o Russ McIlvain, 370 Poplar St, Hanover, PA 17331 or email russ@tbmhardwoods.com. Please direct any questions to Russ at 717-630-0025.

www.TBMHardwoods.com | 370 Poplar St, Hanover PA 17331 | 717-630-0025 | F 717-630-9706