



Corporate Administrator – Wellons

If you would like to work for a company that has great benefits and provides a positive workplace atmosphere with an opportunity for growth, then you want to be a part of our team here at Wellons.

For over 50 years, Wellons has been a leader in providing biomass-fired energy systems, lumber dry kilns, and related products and services. Firmly established, Wellons provides its customers with complete services in design, engineering and manufacturing, as well as installation services and on-site technical support.

High Level Summary of Position

We are seeking a Corporate Administrator to join our corporate management team. The ideal candidate would have at least five years' experience as a corporate administrator, executive administrative assistant, legal assistant, paralegal, or similar position. This position reports to the Executive Vice President.

Key Responsibilities and Duties

- Drafting and editing corporate documents such as letters, memos, contracts, policies, bylaws and resolutions at the direction of senior management
- Organizing and maintaining corporate documents such as contracts, agreements, leases, insurance policies, registrations, licenses and permits
- Ensuring all records are up-to-date, logged, and properly archived and indexed
- Scheduling, logistics, and materials preparation for meetings of senior management
- Acting as a liaison between senior management and managerial staff
- Overseeing compliance with local, state, and federal regulations affecting the corporation
- Filing annual reports and maintaining corporate, contractor, and individual licenses
- Organizing and assisting in maintaining the company's commercial insurance, health benefits, retirement plan benefits, real estate, vehicle fleet and corporate aircraft
- Monitoring and assisting with managing litigation matters including legal tracking and discovery responses
- Assisting in corporate projects such as corporate restructuring, mergers, and acquisitions in line with strategic objectives

Requirements:

- At least five years' experience as a corporate administrator, executive administrative assistant, legal assistant, paralegal, or similar position
- Bachelor's or associate's degree preferred but not required
- Proven experience and ability to work in a fast-paced work environment with a high level of accuracy and attention to detail
- Ability to multitask and self-prioritize when faced with concurrent tasks
- High proficiency with Microsoft Word, Excel and Outlook
- Ability to maintain confidentiality when working with confidential and sensitive information
- Proficiency with Visio, Acrobat, and Teams not required but a plus
- Strong verbal and written communication skills
- Exceptional time management and organizational skills

Benefits & Compensation

- Vacation, sick time, holiday pay, medical, dental, vision, profit sharing plan, and 401k
- Salary: \$65,000 - \$75,000 per year