

Job description

Job Title: Office Manager

Location: Irondale Alabama

Salary: \$35,000 - \$40,000 per year (salary range depending on competence) + Retirement Plan + Paid Weekdays + Health Insurance

Job Summary:

We are seeking a dedicated and organized Office Manager to join our team. The Office Manager will be responsible for a variety of tasks, including database entry, processing returns, and overseeing the daily operations of the office. The ideal candidate should have strong organizational and communication skills, attention to detail, and the ability to multitask effectively.

Key Responsibilities:

- **Database Entry:**
 - Maintain and update the company's database with accurate and current information.
 - Ensure data integrity and security.
 - Generate reports and extract information as needed.
- **Processing Returns:**
 - Handle customer returns and exchanges efficiently.
 - Coordinate with the relevant departments to process returns and issue refunds or replacements.
 - Maintain accurate records of returned products.
- **General Office Management:**
 - Supervise and manage office staff, if applicable.
 - Monitor office supplies and order as necessary.
 - Oversee office maintenance and ensure a clean and organized workspace.
 - Handle incoming and outgoing correspondence, including mail and emails.
 - Schedule and coordinate meetings, appointments, and events.
 - Assist with travel arrangements and accommodations, if needed.
 - Support the management team with various administrative tasks.
- **Financial Administration:**
 - Assist with basic bookkeeping tasks, such as expense tracking and invoice processing.
 - Prepare financial reports and budgets as required.

- Collaborate with the finance department for financial record-keeping.
- **Communication and Correspondence:**
- Serve as a point of contact for internal and external stakeholders.
- Answer phone calls, respond to inquiries, and direct calls to the appropriate personnel.
- Draft and proofread documents, letters, and emails.
- **Record Keeping:**
- Maintain and organize important documents, records, and files.
- Ensure compliance with data protection regulations and document retention policies.
- **Office Efficiency:**
- Identify areas for improvement in office processes and implement efficiency-enhancing measures.
- Recommend and implement new office policies and procedures.

Qualifications:

- High school diploma or equivalent; bachelor's degree preferred.
- Proven experience in office management or a related role.
- Proficiency in computer applications, including MS Office Suite.
- Strong organizational and multitasking skills.
- Excellent communication and interpersonal abilities.
- Attention to detail and problem-solving skills.
- Knowledge of basic bookkeeping and record-keeping practices.

Benefits:

- Competitive salary (\$35,000 - \$40,000 per year, depending on competence).
- Retirement plan.
- Health insurance coverage.
- Paid weekdays.
- Opportunities for career growth and advancement.

If you are a motivated individual with the skills and experience required for this role, please submit your resume and cover letter. We look forward to reviewing your application and potentially welcoming you to our team as our Office Manager.

Job Type: Full-time

Pay: \$18.00 - \$22.00 per hour

Expected hours: 30 – 40 per week

Benefits:

- 401(k)
- Employee discount
- Flexible schedule
- Health insurance
- Paid time off
- Retirement plan

Schedule:

- 8 hour shift
- Monday to Friday

Work Location: In person