

Position:**Office Manager**

Full-time, 8-6, Monday to Thursday

Salary based on qualifications

Description: Seeking an operations manager that can keep all the plates in the air flawlessly. Our company has grown to a point where the management team needs to dedicate less time to managing the HR / Billing and focus on continued growth and client / customer satisfaction. We are looking for a highly motivated, highly detail-oriented person with the capacity to take on strong personalities and the internet company customer service department equally. Someone with the ability to treat both small and large jobs with the same fervor. Someone with a dedication to perfection and the ability to not let that become a drag on turn-around time.

Why work here:

We work in a fast paced environment. We're an ad agency, so while we're not Mad Men, we are always creating, ideating and indulging every now and then. The team is small, intentionally, and we enjoy conversations, a beer after work and getting shit done. It's a team player kinda place with individual work dedication.

The business manager will assist with duties such as:

- Generating and filing HR paperwork
- Onboarding employee / management of employee HR requirements
- Working with accountant on HR changes / updates
- Manage client invoicing and out of pocket expenses
- Manage / pay business vendors and project components as necessary
- Manage / pay client vendors and project components as necessary
- Manage inventory, ordering and stocking
- Office management
- Complete bank reconciliations / AR for client communication
- Transfer deposits to banking institutions

Qualifications:

High school diploma required, college degree preferred

Past administrative or clerical experience, including bookkeeping or budgets

Computer-savvy

Excel, Google Cloud knowledge