



Office Manager

Job Overview: The Office Manager is responsible to provide general administrative support and organization. This is a Full-Time position, 35-40 hours a week.

Responsibilities and Duties

- Coordinate administrative duties and tasks.
- Update and maintain policies and forms as needed, assist with onboarding.
- Coordinate with IT on office requirements, provide equipment trouble shooting.
- Ensure the accuracy of bookkeeping and generate financial reports.
- Assist with product costing and retail pricing, update data systems.
- Communicate by phone and in writing with vendors, customers and others.
- Ensure compliance with regulatory filing.
- Perform other duties as assigned.

Qualifications

- Experience in Finance, Accounting, or related field. Combination of education and experience may be accepted
- Excellent communication, research, problem solving and time management skills
- Strong computer skills: working knowledge of Excel
- High level of attention to detail, accuracy, efficiency and accountability
- Ability to build relationships with clients and internal departments
- Experience in a wholesale, manufacturing or retail setting

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to stand, sit, walk, and reach with arms and hands. The employee must be able to work / type at a computer terminal for extended periods of time. The employee is required to talk and hear, and have vision abilities. The ability to climb stairs is required. The employee must occasionally lift and/or move up to 25 pounds.

WORK ENVIRONMENT

The noise level in the work environment is moderate. The passage of employees through the work area is average and normal. The employee needs to be able to work in a moderate sized shared office space. Chocolate sampling is encouraged.