

Part Time Business Office Manager

Stolz-Mead Global, a full service marketing and promotion agency in Columbus, Ohio, is a 42-year old leader in promotions and sales advertising.

We are seeking a part-time office manager to assist in administrative duties. This position reports to the president of the company.

This is a part time position (25 hours per week) offers a flexible schedule during office hours.

Responsibilities:

- Preparing and entering purchase orders and invoices
- Follow-up with manufacturers on existing orders to ensure all details are met
- Direct interaction with clients
- Administrative duties including answering phones, sorting mail, preparing shipments
- Assist in research and creation of client presentations
- Order office supplies

Qualifications:

- 1+ years experience in office admin, executive assistant or other similar role
- Must have valid driver's license, and have access to reliable transportation

Other Qualifications:

- Associate's Degree or Bachelor's Degree preferred
- Computer literate with familiarity of Microsoft Office
- Must be good listener with excellent people skills
- Strong organizational and time-management skills with ability to prioritize tasks
- Excellent oral and written communication skills for interaction with customers
- Ability to maintain confidentiality of company and customer information
- Ability to deal with public in a professional manner
- Must be able to pass local community background checks and authorized to work in U.S.

Job Type: Part Time

Stolz-Mead is proud to be an Equal Opportunity Employer

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, protected veteran status, or any other characteristic protected by law.

Send resumes to: info@stolzmead.com

Serious inquiries only