

# Reedy Press

## **Job Summary**

Book publishing warehouse located near Hwy 44 and Kingshighway seeks a full-time office manager for 40 hours per week. Ideal candidate is a self-starter comfortable working independently, able to adapt to changing priorities, and adept at managing a multitude of tasks. Must have good oral and written communication skills and be detail oriented. Competency with MS Excel and Word preferred. Experience with Quickbooks Online software and Insightly CRM a considerable plus.

Duties could include:

- invoicing and accounts receivable
- communication with customers and authors
- order and inventory management
- managing shipments, returns, and new book arrivals
- work as assigned

Job Type: Full-time

Pay: \$18.00 per hour

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**Send resumes to:**

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Reedy Press

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