



Job Description

Department:	Administration
Position Title:	Office Manager
Reports To:	General Manager
Type:	Non-Exempt, Full-time
Number of Reports:	0 direct, 0 indirect

Duties: Assisting with Pennsylvania Steel's back-office functions, including:

- Posting customer invoices and cash receipts.
- Reviewing aged accounts receivable and following up with customers for payment.
- Supervising the processing of customer credit card transactions.
- Supervising the posting of accounts payable invoices.
- Coordinating monthly close activities with the corporate office.
- Assisting HR with the administration of company benefits.
- Ensuring office supplies and office equipment are maintained.
- Assisting Sales, Purchasing, and Operations teams as needed.
- Other duties as required.

Requirements:

- Strong computer skills.
- Strong mathematical/analytical skills.
- Strong communication/interpersonal skills.
- Must have prior accounting experience.
- Must be well organized and detail oriented.
- Must be able to multi-task as required.
- Must be able to manage time and priorities to be able to complete all daily functions with little direct supervision.

Please send resumes to: aaron.nivert@pasteel.com