**Job Title:** Office Manager  
**Category:** Administration  
**Location:** Acer, Maine  
**Travel Required:** Regional  
**Years’ Experience:** 2-3  
**Date Posted:** 9/22/2014  
**Starting Salary:** $60,500  
**Recruitment:** Michael Walther  
**HR Contact:** Laura Lachance  
**Phone:** (207) 765-0110  
**Email:** laura.lachance@greencity.com

**Applications Accepted by:**

**FAX OR EMAIL:**  
(207)765-0001 or m.walther@greencity.com

**MAIL:**  
Michael Walther  
Administration, Greencity  
12 Country Greens Lane  
Acer, Maine 15243

**Job Description:**

**QUALIFICATIONS/EDUCATION:**  
For this position, applicants must have a BS in Business Administration or related field. Additionally, 2 to 3 years prior experience in field is necessary.

**PREFERRED SKILLS:**  
- Reporting skills
- Staffing
- Supervision
- Promoting Process Improvement
- Organizational Skills
- Problem Solving
- Developing Standards

**RESPONSIBILITIES:**  
Individuals in this position must take full understanding of the responsibilities of their professional role. Responsibilities include:
- Contribution to team effort
- Maintain office efficiency
- Maintain professional and technical knowledge by attending regular training and workshops
- Maintain a professional attitude
- Organization of office workspace, paperwork, and client information
- Oversee and direct staff
- Train new employees
- Maintain and organize payroll, client accounts, budget, printing, and bookkeeping

**Reviewed By:**  
**Date:**

**Approved By:**  
**Date:**