

# Office Manager

## General Description:

This is a fulltime position that is to manage the front office of the business which is the customers first impression. Job tasks can include:

Phones, Follow-up, Scheduling both real time and forward, Keeping the office in good working order and clean, Contact jurisdictions permit office, Bank deposits, Credit card payments, Data base development and management, Filing, Tracking calls by area, type of service, clients names, referrals and how they found us, Oversee an assistant if needed.

## Education and Training Requirements:

- ~ High School Diploma or G.E.D.
- ~ Knowledge of chimney and fireplace components
- ~ Strong desire to learn and grow

## Experience and Skills:

- ~ Phone etiquette
- ~ Strong typing skills

## Compensation:

Competitive industry rate commensurate with experience