



Office Manager * Thompson Sanitation Corp. Rock Hill, NY

Overview: Thompson Sanitation Corp. is seeking an Office Manager in Rock Hill, NY. The Office Manager is responsible for managing a busy office and overseeing the office Staff and Drivers. Responsible for Company Policies and Procedures, including regulations/bids/ and Insurance. Other responsibilities include:

Oversees general office operations and gives reports to the management
Coordinates appointments and schedules and manages staff calendars
Oversees staff interactions and responds to their queries on office management issues

Skills necessary to perform job:

Organized
Motivated
Efficient
Confident

Requirements:

1 Year experience
Valid Driver's License
High School Diploma/GED

Shift, Salary, and Benefits; This is a full-time position, Monday-Friday, First Shift, \$25- \$30 per hour, negotiable. Benefits include Paid Vacation, Paid Sick Leave, Holidays, and 401K/Retirement.

Apply by emailing resume to tschaulers@aol.com, or by calling 845-796-1032, or in person at Thompson Sanitation Corp., 47 Katrina Falls Road, Rock Hill, NY 12775.