

Chadron Glass & Windows Inc. Seeks Office Manager

Chadron Glass & Windows Inc. is now hiring a full-time office manager to manage office operations. Must be able to ensure efficiency and productivity, process bi-monthly payroll, manage accounts receivable/payable, prepare monthly/quarterly/annual tax documents, prepare and/or request quotes, greet and assist customers, order and maintain office supplies, maintain and evaluate inventory, and create and maintain various forms/templates. Hours are Monday-Friday from 8:00 AM-5:00 PM. Pick up an application at 139 Main St. in Chadron. Position will stay open until filled.

Wage is dependant on experience.