



Employment Opportunity Office Manager

Location: Janesville, Wisconsin

Employment Type: Salary Full-Time, 40 Hours + per week.

Shift(s): 1st Shift

Pay: Send Resume with Salary Requirements

Education: Associate Degree in Accounting

Professional Licenses / Certifications: n/a

Travel: Class D – Regular (Auto, Light Truck) Required.

DUTIES AND RESPONSIBILITIES:

- Supervise 2-3 office employees.
- Prepare monthly inventories, financials, sales/payroll tax reports, 1099s.
- Maintain 401k administrative duties, employee records, Worker's Compensation / accident paperwork, and employee benefits (Health, Dental, Vision, Short Term Disability, Long Term Disability).
- Oversee Property/Liability/WC Insurance.
- Maintain asset purchases.
- Respond to customer / supplier / employee requests.
- Oversee weekly A/P check run.
- Oversee A/R and customer collections.
- Act as backup for payroll duties.
- Act as backup for customer shipments.
- Assist with general office duties
- Oversee in continual improvement of department through development projects.

EXPERIENCE / QUALIFICATIONS:

- Minimum 3-5 years of experience in accounting & human resources.
- Strong accounting (A/R, A/P, S/O, P/O, G/L) and human resource knowledge required.
- Strong computer skills (Microsoft Office 365, Epicor, Crystal Reports).
- Applicant must have strong analytical, problem solving, and organizational skills.
- Good interpersonal, oral and written communication skills are required.
- Applicant must be motivated, dedicated, and a self-starter.
- Must demonstrate absolute integrity and ability to maintain confidentiality.
- Strong multi-tasking skills are necessary.

Precision Drawn Metals is an industry leader in high volume production of deep drawn metal stampings. Shift positions offer a starting wage of \$11.00 per hour plus an additional premium for 2nd and 3rd shifts.

Precision Drawn Metals offers an excellent benefits package which includes:

- Insurance: Employer paid Health, Life, and Short Term Disability. Dental, Vision, and Long Term Disability Optional.
- Leave & Holidays: Vacation, Paid Holidays
- Retirement & Financial: 401k Plan

Shifts:

- 1st Shift: 6 am – 2:30 pm
- 2nd Shift: 2 pm – 10:30 pm
- 3rd Shift: 10 pm – 6:30 am

Pre-employment physical and drugs screen required.



Employment Opportunity
Office Manager

APPLY:

E-mail resumes to jobs@drawnmetals.com

OR

Apply in person at:
Precision Drawn Metals, Inc.
1345 Plainfield Ave.
Janesville, WI 53545

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