**Office Manager- Potomac Pool Service (Northern Virginia)**

**Salary: $40K + Health Care Benefits**

Potomac Pool Service has set itself apart in the residential pool service market through the high caliber of its employees. As we grow, we are looking for top-tier additions to our staff that pride themselves on the quality of the work they do. We are a progressive, innovative team of individuals, and we thrive on using state of the art technology and systems to execute our vision.

We are currently seeking an energetic and friendly Office Manager to organize and coordinate office operations and procedures, in order to ensure organizational effectiveness, efficiency and safety. The ideal candidate will be experienced in handling a wide range of administrative and executive support related tasks and will be able to work independently with little or no supervision. This person must be exceedingly well organized, flexible and enjoy the administrative challenges of supporting a seasonal business office of diverse people.

**Responsibilities**

* Serve as the point person for office meetings, property maintenance, mail, supplies, bills, and errands
* Partner with HR to maintain office policies as necessary
* Coordinate with IT department on office equipment admin
* Manage relationships with clients, vendors, service providers, and landlord, ensuring that all items are invoiced and paid on time
* Manage contract and price negotiations with clients, office vendors, and service providers
* Manage accounts receivable, ensuring accurate billing and timely reporting
* Provide general support to our staff and clients

**Requirements**

* Pro-active, career-minded, and impeccable work ethic
* Proven office management, administrative or assistant experience a plus
* Knowledge of office management systems and procedures
* Excellent time management skills and ability to multi-task and prioritize work
* Attention to detail and problem solving skills
* Excellent written and verbal communication skills
* Strong organizational and planning skills
* Proficiency in MS Office
* Proficiency in Quickbooks a plus

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