

Office Manager

Southern Maine Aviation (SMA) is looking for a full time Office Manager who will establish a team atmosphere through leadership and employee development and promote excellent written and verbal communication skills with customers and employees. The SMA work environment is dynamic and requires flexibility on prioritizing workflow, customer needs and management requests. You will be responsible for organizational procedures and systems for office personnel, personnel records, filing, billing, accounts payable, accounts receivable, payroll and scheduling office staff. Manage office staff by coaching, training, counseling, and disciplining; plan, monitor, and appraise job results. Proficiency in Microsoft Office Suite and QuickBooks a must. Additional skills desired: Advertising, IT and Human Resource experience, multi-media, social networking, web page development and maintenance, Testing center proctoring, and order supplies and equipment as needed. Help plan, develop and participate in company seminars and activities.

Please email resume to mdamuth@flyingsma.com or call 207 324-8919