

Office Manager

Rockmart Slate | Part Time | Rockmart, GA, US

Purpose of position:

Rockmart Slate Corporation has a part time office/clerical position available in our main facility.

The selected candidate will work with our office team, taking orders, processing invoices, and helping with general clerical duties. This position includes answering customer calls, initiating sales orders, communicating with our production teams, computer work, and other administrative duties.

The start time for this position is 7:30 am. The number of hours and days per week varies with seasonal operations. This candidate must have great communication skills and must be able to deal with customers professionally. We are a family owned business with a safe and comfortable work environment. This is a great opportunity for someone.

Starting pay for this position is 10 to 12 dollars per hour. Candidates with specific relevant education or experience can negotiate higher pay.

For more information and to apply: Please contact our main office at 770-684-6583