



**Job Description:**

OFFICE MANAGER/SIGN SHOP MANAGER

**Hours:** Monday-Friday, with occasional evenings and weekends, flexibility required

**Overview:** As the *Office Manager* you will be responsible for all day-to-day office activities. You must organize computer and paper files, reconcile sales, inventory, AP and AR, and complete payroll. Perform general secretarial duties, keep current on all applicable laws, and maintain all office equipment and supplies, including software.

As the *Sign Shop Manager*, you will support the activities of the sales department using graphic design software and large format printers to produce signage and promotional materials in an accurate and timely manner. **Approximately 30% of your time will be sign shop duties.**

**Benefits:** Full-time employees are eligible for medical benefits and Paid Time Off after 3 months probationary period along with 401 (k) after approximately 1 year

**Qualifications:**

- \*Age 21+
- \*Pre-employment drug screening is required with random drug screening
- \* **Strong computer skills are essential.** Proficiency in software such as Microsoft Office, QuickBooks, and CorelDraw. The ability to learn and use internal applications will be required.
- \*Ability to lift and load 35-40lb paper rolls
- \*Extensive knowledge of file types such as: .pdf, .jpeg, .cdr, .bmp, .png, etc.
- \*Ability to understand how to organize computer files
- \*Graphic design knowledge preferred. Willingness to learn graphic design is also acceptable
- \*Ability to multi-task and problem-solve
- \*Sense of urgency for time-sensitive tasks
- \*Ability to adapt well to an ever changing environment
- \*Attention to detail is required, along with strong organization skills
- \*Be a team player, work harmoniously with fellow workers, customers and all individuals you are in contact with on a daily basis treating them with respect and friendliness
- \*Must be able to work without supervision and show initiative, finding ways to become more efficient
- \*Be willing and available to attend promotions sponsored by Northwest Beverage
- \*Ability to follow directions and operational guidelines
- \*Strong math and analytical skills
- \*Strong understanding of bookkeeping and accounting
- \*Good written and oral communication skills, including excellent phone skills
- \*Knowledge of the Beverage industry helpful
- \*High School education required, Associates or Bachelor's degree preferred

**General Duties:**

- \*Maintain a clean and orderly workspace
- \*Update company software and technology, ensuring that it is adaptable to an ever-changing environment
- \*Cross-train personnel to assist in backing-up this position
- \*Know, understand, and adhere to all company policies and procedures
- \*Maintain appropriate dress and personal appearance standards
- \*Promote and maintain company goodwill in all areas. Assist others and perform other tasks as appropriate and/or necessary

- \*Adhere to all applicable Federal, State, County and local regulations regarding the sale and merchandising (POS) of beer and other products
- \*Will perform other assignments as directed by management
- \*Set up and maintain office files
- \*Keep office supplied with office supplies, sign shop supplies and material and sundries

**Specific Office Manager Duties:**

- \*Use standard office equipment such as phone, fax, printer, scanner, etc.
- \*Give priority to answer and direct in-coming phone calls
- \*Take notes and create correspondence
- \*Collect rent and set-up lease agreements for Jerome Rental
- \*Keep accurate and organized records pertaining to storage units
- \*Process daily sales orders including call-in and walk-in orders
- \*Verify quantity and cost amounts match purchase orders, receipts, and invoices
- \*Keep accurate, secure, confidential employee information including Payroll, PTO, 401k, Taxes, Insurance etc.
- \*Obey and keep apprised of changes in laws, regulations, standards, and guidelines that might require modifications of existing accounting systems.
- \*Certify that all appropriate tax forms, registrations, licenses, etc. are accurately prepared and submitted in a timely manner
- \*Monitor cash flow. Ensure cash balances are sufficient for current expenses and purchases
- \*Keep the bank statement and general ledger records updated on a daily basis
- \*Maintain accounts receivable/payable utilizing company programs and online banking
- \*Be in contact with our accountant on a monthly basis. Be prepared with updated necessary reports.
- \*Verify that accurate information for ledgers, journals, statements, and schedules are kept in a manner that is consistent with general accepted accounting principles.
- \*Make sure all personnel are knowledgeable in operations of any updates, including handheld devices
- \*Perform general receptionist/secretarial duties as required

**Specific Sign Shop Manager Duties:**

- \*Create daily sign orders generated by the sales team
- \*Design, print and assemble signage for the market
- \*Order sign materials from a variety of suppliers
- \*Create custom design signage for special events
- \*Maintain brand identity and appropriate style regarding company guidelines when designing
- \*Adhere and seek out information regarding Trademark legalities and other various brand limitations and requirements before printing
- \*Calculate material usage and track sign costs, ensuring that all signage is necessary and cost effective
- \*Ensure thorough maintenance and cleaning on all sign shop equipment
- \*Keep sign shop well organized, which includes paper items neatly stored, sign materials easily accessible and overall ease of use and easy to find items in shop
- \*Will go out into Market to apply signage or suggest possible signage to increase sales and brand image

**To Apply:**

Include a cover letter and resume. While we would like to respond to each applicant, the volume of resumes we receive allows us to only contact the most qualified candidates. We appreciate your consideration.

Send all correspondence to: Northwest Beverage, Inc.  
 Attn: Mike Jerome  
 PO Box 398  
 Mobridge, SD 57601

Or email Mike at: [mikenwb@westriv.com](mailto:mikenwb@westriv.com)