

Office Manager

We are seeking a reliable and professional **Office Manager** to join our team at a well-maintained, upscale mobile home park in **Bozeman, Montana**.

Key Responsibilities:

General office administration and support, handling resident communications and enforcing community rules professionally and fairly, rent collection and record keeping, learning and using company-specific software, and providing excellent customer service to residents and the public.

Required Skills & Qualifications:

Proficient in Microsoft Word and Excel, Google Docs and Sheets, basic computer knowledge and ability to learn new programs, strong typing skills (a plus), excellent communication and interpersonal skills, experience with rent collection or financial responsibilities, ability to work independently and stay organized, valid driver's license and insurable driving record, and must pass a background check

For more information or to request an application, please contact Joe at (406) 209-1699