Local residential and commercial contractor looking for an

Office Manager

to do invoicing, accounts payable/ receivable, filing, and general office duties. The position requires computer skills with Microsoft Office knowledge, basic bookkeeping skills, High School Diploma or GED, and driver's license.

The position is permanent part-time with an average of 30 hours per week with a pay rate of $22.00 per hour or higher based on experience. The position also includes paid vacation time and paid holidays. Work days are Monday through Friday, flexible hours.

To apply, please email your resume to:
sullivancoinc@gmail.com,
or you may call the office
at **814-371-3144**.



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