



Infinity Retail Services, located in Turtle Lake, has an immediate, full-time opening for an Office Manager! Infinity Retail Services is a family-owned company with a great culture that strives to be the best at what we do. We take pride in continuing to cultivate an atmosphere for our team where they can be innovative and make an impact on our community. We are a team-oriented company that provides our employees with all resources needed for a successful, fulfilling and lifelong career with Infinity Retail Services.

Qualifications and skills

- Excellent organization skills to coordinate administration duties and office procedures.
- Strong time management and people skills, flexibility, and multitasking ability
- Proficient with Microsoft Office, with aptitude to learn new software

Responsibilities and Duties

- Organize and coordinate administration duties and office procedures.
- Ensure the smooth running of the office and help to improve company procedures and day-to-day operations
- Handle sensitive information with discretion, ensure the privacy of company data and employee details while performing administrative tasks.
- Maintain professional phone etiquette while handling and directing incoming calls and correspondence.
- Create and maintain a pleasant work environment, ensuring high levels of organization effectiveness and communication.
- Greet visitors including vendors, customers and walk-ins.
- Plan and coordinate company events and meetings.
- Download and enter monthly credit card statements.
- Provide administrative support for entire team

We are seeking bright, new talent to join our knowledgeable, creative, experienced team.

Package includes:

- Competitive compensation
- Health, Dental and Vision Insurance
- Health Savings Account
- Paid time off and paid Holidays
- 401k + 3% Company Contribution
- Profit Sharing

Our Mission in life is to create long term career opportunities for our community, by providing innovative & sustainable solutions for our customers.