



JOB PROFILE

Date: October 30, 2019
Position: Office Manager, Walnut Creek California Office
Schedule: Monday to Friday
Hours: 8:30 AM to 5:00 PM

Hemlock Printers is a North American leader in the rapidly changing and transforming business of print communications. In business for over 50 years, we are truly best-in-class and deliver superior results through expert craftsmanship, advanced technology and sustainable practices.

Hemlock USA's Walnut Creek Office Manager provides daily support to Hemlock's California based Sales Team while creating and maintaining a friendly, productive and well-organized office environment. Supporting a growing business and dynamic team, the Office Manager plays a central role in the performance and ongoing improvement of Hemlock USA's business development efforts.

Responsibilities:

- Provide daily support for California-based Account Representatives and customers, responding to a range of requests which assist new business development and effective project management
- Support Hemlock's Accounting and Management teams with a variety of day-to-day office duties, including accurate and timely expense reporting for project related expenses
- Provide a professional, well organized office environment ensuring all day-to-day resources are available and accessible to support business development and project management activities
- Represent Hemlock as the lead contact to the office building manager facilitating communication between the parties

Benefits

- Comprehensive benefits plan including Medical/Dental/Vision; FSA Section 125 (Cafeteria) Plan, HRA; Life, AD&D, Short-Term & Long-Term Disability insurance; Employee & Family Assistance Program; and Group 401K Plan.
- Support for additional training and skills development as required, including annual travel to Vancouver, BC head-office and manufacturing facility

Requirements:

- Ability to multi-task and work without supervision
- Highly organized and strong verbal and written communication skills
- Skilled in MS Office Suite and Google Docs/Sheets

If you are interested in this position, please forward your resume to hrd@hemlock.com and quote OFFICE MANAGER, WALNUT CREEK in the email subject line. We would like to thank all applicants for their interest, however, only short-listed candidates will be contacted.