



FOREST2MARKET

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Forest2Market Office Manager, Charlotte, NC

At Forest2Market, we believe high-quality market information improves business performance, and we are dedicated to providing that quality on a consistent basis. Forest2Market collects real-time market data to exacting standards of completeness, timeliness and accuracy. With transactional data, industry experience and third-party independence, Forest2Market provides participants in the global wood products, paper and bioenergy/biochemical supply chains with business solutions that support fact-based decision making and planning.

Over the last decade, Forest2Market has experienced exponential growth. We are seeking a very efficient office manager to join our expanding team of professionals.

The successful candidate will have a proven work ethic and demonstrate exemplary organizational skills. Basic understanding of accounting principles and accounting cycles is imperative. This position will work closely with Forest2Market's accounting, management, and sales staff.

Responsibilities

- Office management
 - General administrative management of corporate office
 - Perform human resource administrative tasks such as: new hire paperwork, onboarding/orientation, responding to employee questions
 - Monitor and replenish office supplies
 - Coordinate catered lunches, offsite meetings, events
 - Administration of office accounts such as cell phone, ADT, coffee service and postage
 - Manage resolution of building maintenance issues
 - Support other departments as needed with marketing and data collection activities
 - Maintain business office in a neat and orderly manner and ensure overall cleanliness and stock of kitchen
 - Prepare annual insurance renewals, entity filings
 - Maintain contracts and other corporate files
 - Answer incoming telephone calls and deliver accurate messages or transfer as necessary
 - Greet visitors and provide assistance as needed
 - Corporate credit card and expense report oversight
 - Process employee timesheets
 - Support accounting department as needed





Desired Skills & Experience

Skills

- Must be well-organized, and have a professional demeanor
- Capable of juggling multiple tasks and projects while prioritizing time and resources
- Work cooperatively with other staff
- Ability to proficiently use Microsoft Office

Education/ Experience

- At least one year of experience in a comparable position

Compensation & Benefits

Competitive salary, PTO, full insurance benefits, 401(k) with company match