

# McCARTY ASSOCIATES, LLC

Business Manager/Office Manager (immediate need)

Full-time preferred but not limited to.

Experience level: 2+ Years Preferred

Location: Hillsboro, Ohio

Position responsibilities (Flexible and May Change:

- Business development
- Accounting/Billing/Pay Roll
- Client relationship account management
- Staff evaluation, training and development, coaching and mentoring for growth
- Human Resource
- Marketing
- Public Relations
- Office Logistics
- Event planning
- Ensure self and staff uphold company core values at all times

Position requirements preferred (or equivalent experience):

- Experience in management of a business/office preferred
- B.S. in Accounting is a plus but not required
- B.S. in Business Management is a plus but not required

Position Qualifications:

- Demonstrate office management skills
- Demonstrate ability to sell services
- Demonstrate Business Development skills
- Demonstrate experience with Accounting/HR/Marketing/Training/Evaluations

Position opportunities:

- Growth in the Company

If you are interested in joining the team, please e-mail a cover letter letting us know how you would complement our team, along with your resume to [mccarty@mccartyassociates.com](mailto:mccarty@mccartyassociates.com)