



MAINSTAGE THEATRICAL SUPPLY, INC.

Position Title: Office Manager, Memphis
Reports to: VP Business, President, VP Sales
Oversees: Memphis staff
Base Office: Memphis, TN

MANAGEMENT DUTIES:

- Employee:
 - Coordinate or assist in creating job description, reviewing resumes, and interviews with employee candidates, primarily for the front office and shipping and receiving.
 - Training: Accounting system, office process and procedures as they pertain to the position. Others are responsible for ensuring adequate sales and project management training but the coordination and deployment a team effort.
 - Scheduling: Time off, special projects, time out of office, etc.
 - Initiate, coordinate and administer reviews, obtaining input from other concerned parties.
 - Filing of necessary paperwork, assist with various HR duties, such as hiring documentation, insurance registration, etc.
- Office:
 - Assess office functionality and work flow. Make changes or suggestions regarding improving process and procedure.
- Company
 - Work with management teams to improve communications, relationships and processes.
 - Maintain DOT logs as required.

ADMINISTRATIVE DUTIES:

- Employee time: Process/finalize the time cards for the office.
- Cash handling: Maintain and reconcile the register and petty cash accounts. Deposit checks or cash as required. Research or assist with research as necessary.
- Purchasing: Regarding POs generated in the Memphis office: ensure the accuracy, oversee receiving in the accounting system.
- Inventory: Oversee shipping and receiving, direct stock levels, keep up with open purchase orders and inventory problem resolution.
- Customer Orders: Oversee open sales orders and shippers, research issues, work with other offices to resolve inventory and shipping issues. Act as a backup to sales team.
- Sewing Facility: ensure adequate resources are available, backup project management with scheduling, materials and other as required.
- Project Management: act as a backup to local coordinator for repair PO and project entry and communication.
- Facility Management: pest control, repairs and maintenance, security system, phone system, and other duties as required.

Skills Required:

- Knowledge of theatrical equipment, practices, and procedures are desired.
- At least 2 years office management experience is required.
- Proficiency in Outlook, Excel and Word.
- High ability to work with or without supervision and make sound decisions based on guidelines established by management.
- High degree of professionalism when dealing with customers and co-workers
- High ability to effectively communicate with other MTS employees.

GENERAL

As with any small office, there are a lot of “as needed” type duties to be fulfilled. Employees are responsible for cleaning their office spaces, and are expected to maintain a casual but acceptable personal appearance.

Occasional Travel and/or specific training and classes may be required.