



Dem-Con Metal Recycling, a full-service metal scrap yard, is looking for an Office Manager to join our team!

Dem-Con Companies strives to hire high quality individuals with commitment to our company. We appreciate our employee's hard work and dedication to their job. Dem-Con offers a very competitive benefits package for our employees that includes the following benefits:

- Employer paid premiums for health and dental insurance for employees and dependents under the age of 23
- Monthly contributions to a Health Savings Account
- Basic Life and AD&D Insurance
- Paid Time off

#### POSITION SUMMARY:

This position is responsible for operating the scale as well as maintaining the day-to-day office administration.

#### ESSENTIAL FUNCTIONS:

- Weigh incoming and outgoing trucks
- Pay out tickets to customers
- Set-up, update and maintain accounts in Scrap-Right
- Purchase scrap material from customers
- Print BOL's, packing slips and invoices for outgoing trucks
- Enter invoices in QuickBooks
- Enter deposits in QuickBooks and Scrap-Right
- Process credit applications
- Create weekly reports from QuickBooks and Scrap-Right
- Answer phones and direct calls accordingly
- Process incoming and outgoing mail
- Maintain office supply inventory
- Perform other duties as assigned

#### Previous Education and Experience:

- Previous experience with Microsoft Office
- Previous experience with QuickBooks a plus