

Office Manager, Part-Time Year Round, Townsend, Tennessee.

Camp Wesley Woods, has an opportunity for an Office Manager.

Primary responsibilities include payroll administration, billing, and payables.

Other tasks include administrative tasks including office communications, ordering office supplies, some answering phone calls and customer inquiries and camper/group registration and other office related tasks.

Education: Required - High school diploma or equivalent.

Experience:

Required: Office experience.

Preferred: Book keeping, QuickBooks

Schedule: Typical schedule is 10:30 a.m. – 5:00 p.m., Monday to Friday. Some weekends (especially but not limited to summer camp programs) may be scheduled.

Apply to director@campwesleywoods.com.