

# FT Office Manager

## Office Manager - FT

### Job Description

Saalt is looking for a full-time office manager to support our growing Saalt office and team. Our customers are passionate about our product and our mission, and we want them to be equally passionate about their experience purchasing from our company and interacting with our people. Duties for this position includes helping with daily operations including overseeing orders, shipments, and shipping-related customer service; reordering supplies and materials; helping create and document company policies and procedures; creating invoices; paying bills; and keeping our office clean and organized.

### Company Description

At Saalt we create modern reusable period care without the toxins, the chemicals, and the wrappers you throw away every month! How refreshing and empowering. Our products make period care sustainable and we're making them available to everyone. We're a growing team based in beautiful Boise, Idaho, welcome to our community. We do more with less, make deliberate choices about our bodies, and believe everyone should know what their cervix is! We also work to end menstrual shame and period poverty by providing period care and education to women and girls in need. We believe periods should end sentences, not opportunity.

### Responsibilities:

- Manage shipping related customer service
- Help with daily shipping as necessary
- Create wholesale invoices
- Reorder supplies and materials
- Pay bills, send wires
- Manage office needs
- Help create and document company procedures
- Maintain important company documents
- Must be skilled in Microsoft office, excel
- Help company register for certifications
- Keep office clean and organized

### Qualifications:

- 3-5 years experience
- Associate degree preferred
- Highly organized
- Strong communication skills
- Positive attitude
- Ability to multitask
- Proficient in Microsoft Office suite
- Ability to work independently within a fast-paced environment

### Perks :

Flexible Work Schedule - Hours flex between 7-7 pm, M-S

Team Events

Casual Dress Code

Flexible PTO

Health Insurance

Dental/Vision/Hearing/Life

[www.saaltco.com](http://www.saaltco.com)