



Job Description

Position:	Office Manager
Company Name:	Eslinger Biodiesel, Inc (EBI)
Location:	Fresno, California
Salary:	\$20-\$24 per hour
Education Requirements:	Experience in Business Administration
Beneficial Experience:	Computer literacy: MS Office Suite, Quickbooks online

BRIEF JOB SUMMARY

The Office Manager will be responsible for overseeing the daily operations of the administrative department in a biodiesel refinery. They will work closely with the management team to ensure the smooth functioning of the office and maintain a productive and efficient work environment. This role is critical in ensuring that all operations run smoothly, and the office is well-organized and adequately staffed. The ideal candidate will have a strong background in office management, financial management, and HR functions. They will be highly organized, detail-oriented, and possess excellent communication and interpersonal skills.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- **Office Administration:** The Office Manager will be responsible for overseeing all administrative functions within the biodiesel refinery. This includes managing office supplies, ordering equipment, and maintaining office facilities.
- **Financial Management:** The Office Manager will be responsible for managing budgets, invoices, and purchase orders for the biodiesel refinery. They will work closely with the accounting department to ensure that all financial transactions are properly documented and recorded.
- **HR Management:** The Office Manager will be responsible for working closely with the HR department to ensure that all employee-related matters are dealt with efficiently.
- **Communication:** The Office Manager will be responsible for maintaining open lines of communication between the management team and the employees. They will be responsible for disseminating information to employees, coordinating meetings, and ensuring that all communication channels are open and functioning efficiently.
- **Health and Safety:** The Office Manager will be responsible for ensuring that all health and safety regulations are met within the biodiesel refinery. They will work closely with the safety department to ensure that all employees are aware of safety procedures and are following them.

EDUCATION and/or EXPERIENCE

- Bachelor's degree in business administration, office management, or a related field.
- Experience in managing an office or administrative department, preferably in the biodiesel or energy industry.
- Excellent communication and interpersonal skills.
- Strong organizational skills and attention to detail.
- Knowledge of financial management and budgeting.
- Familiarity with HR functions and regulations.
- Knowledge of health and safety regulations.
- Ability to multitask and manage multiple projects simultaneously.
- Proficiency in Microsoft Office Suite and other office-related software.

Eslinger Biodiesel, Inc. is an Equal Employment Opportunity Employer