



**FRONTIER KITCHENS, INC**  
1170 Ridge Rd  
Webster NY 14580

**TITLE: Office Manager**

**Responsibilities:**

- Greet all customers entering the showroom
- Answer new showroom customers questions where appropriate
- Answer the phone and direct callers to the appropriate employee
- Ensure the office has necessary office materials to operate efficiently
- Create invoices in Quickbooks
- Receive payments and process bill pay in Quickbooks
- Maintain a clean and presentable showroom
- Assist with showroom décor purchases and organization in accordance with events and holidays
- Coordinate office schedules with vendor visits (e.g. IT, new cabinet vendors, etc...)

**Requirements:**

- High school diploma
- Active listening skills
- Strong customer service skills
- Ability to follow procedures
- Multi-tasking and time-management skills, with the ability to prioritize tasks.