



global scenic services

## Office Manager/Accounts Payable

### Who We Are

Global Scenic services is a world-renowned provider of scenic fabrication, automation, and production services for the live entertainment industry. To learn more, please visit our website.

### Summary

We are seeking an Office Manager to be based in our Bridgeport, CT location who will provide support to our team of Administrative Staff, Finance, Purchasing Manager, and Project Managers for all disciplines involved in the management of the company. **Theatrical Company Managers encouraged to apply.**

### Responsibilities

- Handle multiple phone lines and directing callers appropriately
- Answering delivery door doorbell and guiding drivers, all mail, UPS, FedEx processing
- Administer weekly payroll and new hire paperwork
- Summarize meeting notes and circulation
- Update utilities analysis spread sheet
- Back up Purchasing Manager as needed
- Process AP, credits and returns
- Arrange flight, hotel and transportation arrangements as needed
- Arranges visiting client hospitality
- Reconcile invoice/ pricing discrepancies
- Enter bills in Quick Books and match against Purchase Orders and signed Packing slips
- Reconcile and record Credit Cards purchases In Quick Books
- Order office and kitchen supplies as necessary
- Filing, & other special projects on request.

### Qualifications/Skills

- Computer literate
- Creative problem solving, can work through problems toward solutions with little guidance
- Independent worker that takes initiative
- Quick learner, self starting/ absorbs and applies what is learned
- Confident, exercises sound judgement, makes smart choices, thinks critically before acting
- Strong organizational and adaptability skills
- Astute attention to detail
- Works well under pressure and is not easily overwhelmed
- Can-do attitude
- Excellent communication and interpersonal skills, collaborating well with others
- Focused on work while at work

### How to Apply

Please provide an up to date resume and cover letter explaining why you are suited to this role.

Send this via email to [careers@globalscenicservices.com](mailto:careers@globalscenicservices.com).