

# **OFFICER MANAGER WANTED**

Office manager for small custom manufacturer in Rockland. Duties include three areas.

- 1) Quickbooks and business accounting including in-house payroll**
- 2) Social media outreach through facebook, instagram, etc. and through periodic mailings (mail chimp, constant contact)**
- 3) Marketing outreach for our specialty products - internet searches, contacts & follow ups**

Full time preferred but part time possible. Highly flexible hours, relaxed work environment. This is a very well established business with steady year round business.

Hourly rate \$18-\$22/hour depending on experience.

**Gemini Marine Canvas**  
**50 Tillson Ave., Rockland, Me 04841**  
**207-596-7705**

We will be happy to take resumes via e-mail at  
[info@geminicanvas.com](mailto:info@geminicanvas.com)