

SOUTHERN  
**COLLISION CENTER**

**Job Title: Office Manager**

**Location:** Southern Collision Center, LLC, Enterprise, AL

**Job Type:** Full-time

**About Us:** Southern Collision Center, based in Enterprise, AL, is a highly regarded auto collision center dedicated to providing top-quality repair services. We offer retirement plan contributions, Blue Cross Blue Shield Insurance Plans and paid holidays. With a highly successful track record, we are looking to enhance our team with a skilled and organized Office Manager. This position is crucial to the efficient functioning of our daily operations and ensuring a smooth customer experience.

**Responsibilities:**

**1. Administrative Oversight:**

- Oversee and manage day-to-day administrative functions, ensuring a well-organized and efficient office.
- Coordinate office activities and operations to secure efficiency and compliance with company policies.

**2. Customer Interaction:**

- Interact with customers in a professional and courteous manner, addressing inquiries and providing necessary information.
- Manage appointment scheduling and ensure timely communication with customers regarding service updates.

**3. Financial Administration:**

- Work closely with the finance team to manage invoicing, accounts payable, and receivable.
- Reconcile financial transactions and maintain accurate records.

**4. Team Collaboration:**

- Collaborate with various departments, including the repair team and parts department, to facilitate effective communication and information flow.
- Provide administrative support to different teams within the organization.

**5. Human Resources Support:**

- Assist in the hiring process by managing job postings and initial candidate screenings.
- Oversee employee records and ensure compliance with HR policies.

**6. Office Supplies and Equipment:**

- Monitor and manage office supplies, placing orders as needed.
- Coordinate maintenance and repair of office equipment.

**Requirements:**

1. Proven experience as an Office Manager or in a similar administrative role.
2. Strong organizational and multitasking skills.
3. Excellent communication and interpersonal abilities.
4. Proficiency in office management software and applications.
5. Understanding of basic financial principles and experience with basic accounting tasks.
6. Familiarity with human resources processes is a plus.
7. High level of integrity and ability to handle confidential information.

**How to Apply:** Interested candidates should submit their resume and a cover letter outlining their relevant experience to [brian@southerncollisioncenter.com](mailto:brian@southerncollisioncenter.com).

Southern Collision Center, LLC is an equal opportunity employer. We encourage candidates from all backgrounds to apply.