



Job Description: Office Manager, Dakota Lifts & Shop Equipment.

Position: Office Manager

Location: Bismarck

Employment Type: Full Time

Compensation: \$20 - \$40/hr D.O.E.

About Us:

Dakota Lifts is a total repair shop solutions company. The focus of Dakota Lifts is to provide a timely & excellent service and sales experience to our clients. For our staff, the focus of Dakota Lifts is to provide a positive environment, based on Christian values to promote each person to thrive personally and professionally. We are in search of a personable, energetic, tech-savvy individual to take initiative to help grow this young business.

Key Responsibilities:

Office Administration and Management, Accounting, Marketing, Inventory, Technology and CRM Management.

Requirements:

- **Independence:** Work independently to prioritize tasks, adapt to constantly changing circumstances, meet deadlines, and proactively solve problems.
 - Work from home/ remotely is possible on an intermittent basis.
- **Abilities:** Technology/ computing, clear communication, mental flexibility in changing circumstances, organization, business, professionalism.

Why join Dakota Lifts?

- A supportive and collaborative team culture with values and vision to promote each individual's wellbeing
- With a fledgling business currently expanding and looking to expand further, possibilities for growth and professional development are very likely.

How to apply:

Please submit your resume and a brief cover letter detailing your experience, skills, and why you are a great fit for this role to; kelly@dakotalifts.com. Thank you for your consideration, we look forward to hearing from you.