



OBI Seafoods NOW HIRING Office Manager in Seward

COMPENSATION:

- 401K Retirement Plan with Company Match
- Medical, Dental, Vision Insurances
- PPO and HSA Plans Offred
- Flexible Spending Accounts (Flex Plans)
- Life Insurance
- Long Term Disability Insurance
- Professional work environment
- Opportunities in our growing company

ESSENTIAL FUNCTIONS:

- Supervise all office and clerical functions and personnel including accounts payable, accounts receivable, payroll, purchasing, production accounting, receptionist, and temporary/seasonal office staff.
- Oversee the day-to-day accounting, transactions, reconciliations, and outside reporting to ensure that OBI Seafoods, Inc. procedures are being followed.
- Maintain accurate records of all products produced and shipped daily.
- Ensure that bi-weekly payroll is completed accurately and on a timely basis as required.
- Relay information in a timely manner to the Corporate Office, Plant Manager, and other company locations as required.
- Administer all communication systems (internet, PC network, UHF, VHF, telephones, and satellite radio.)
- Assist in the coordination of fishermen's and tendermen's accounts and services.
- Ensure that daily fish purchases and the daily preparation of fish tickets are reported accurately.
- Reconcile receivables and end-of-season settlements.
- Oversee purchasing, shipping and receiving, and inventory records and documentation.
- And more!

MORE DETAILS, APPLY ONLINE:

<https://recruiting2.ultipro.com/OCE1000OBS/JobBoard/bf55bc4b-179b-45b5-b2f5-39d77319172c/OpportunityDetail?opportunityId=4a90005a-62d0-4fac-bfd2-b097df22058b>

MORE INFO: Contact the Seafood Employment Office at **(800) 473-0688** or **dol.seafood@alaska.gov**



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