

Office Manager

The Sanpete Messenger has an immediate temporary position for an employee to manage the newspaper office from now until the end of the year. During that timeframe, there is the possibility of the position becoming permanent with medical and other benefits.

This challenging position requires extraordinarily mature judgment, the ability to multi-task, the ability to solve a myriad of problems independently and diverse computer skills. The job also offers big psychic rewards, including working with intelligent, educated colleagues, serving the community and helping produce the best community newspaper in Utah.

Duties include:

- Answer phones
- Wait on customers
- Ring up sales on cash register, run copies and send faxes
- Enter subscriptions in Access database
- Complete affidavits of publication for legal and public notices, and mail to local governments, state agencies and law firms.
- Invoice ads, ad contracts and other newspaper services (50-100 items per week)
- File documents in online and hard-copy files
- Make phone calls seeking information
- Type and print out various postcards, letters, envelopes and generate mailings
- Take charge of tracking and collecting for obituaries, weddings, missionary announcements and other “society notices”
- Proofread the newspaper, including verifying that all advertising ordered for the week’s newspaper is actually in the newspaper
- Help advertising and editorial staffs with whatever they need, ranging from organizing a supply cabinet, to proofing a 5,000-line phone book spreadsheet, to calling community sources to verify facts for the newspaper.

Qualifications:

- College background strongly preferred
- Computer literate. Must type at least 60 wpm
- Quick Books experience highly desirable but not required
- Stable work history
- Cheerful personality and good front office appearance
- Customer service skills and/or experience
- Enjoy serving others and giving of yourself to help others within the organization complete important tasks.

Pay negotiable based on qualifications but will be above the county average. Bring resume to 35 S. Main or email Suzanne@sanpetemessenger.com.

For more information, call Suzanne Dean at 835-4241 or (801) 541-3181.