

C-Slide Holdings, a Lehi, UT-based manufacturer and distributor of corporate promotional products, is seeking a detail-oriented general manager to oversee its day-to-day operations. This is a full time position reporting directly to the CEO. Our product offering can be found at www.webcamcover.com.

Key Job Duties & Responsibilities

- Inventory management - monitoring of inventory levels and ordering new product
- Employee supervision - in charge of all employee / personnel, payroll, time clock, etc.
- Production management - oversight of manufacturing processes
- Shipping / logistics - organization / coordination of inbound and outbound shipments
- Reporting - calculation of monthly commissions and various other reports as directed by management
- Ad-hoc projects as requested by management

Qualifications

- Four year bachelor's degree
- Promotional industry experience preferred
- Expertise in Microsoft excel & QuickBooks (preferably QuickBooks online)
- Experience managing production, inventory & accounts payable
- Detail oriented
- Multi-tasking ability
- Strong problem solving ability
- Team player
- Strong communication skills