

Office Manager: Naperville IL. Manage office op. Acquire new clients. Maintain key clients, build relationships. Coop w/external suppliers. Negotiate contracts, close deals w/design, tech, prod departments. Co-create strategies, introduce prod to new markets. Customer support. Prep contracts, docs for acc. Market services through social media, advertising tools. Create, oversee budget, expenses. Intake of new employees & subcontractors. 2 yrs exp. Bachelor's in any business related field. Res: Custom Works, Inc. contact@thecustomworks.com