

Days Inn

Job Title: Office Manager

Location: Glasgow, KY

Position Type: Full Time

Shift: First

Compensation: Negotiable, and after required time with company 401(k) and paid vacation.

Job Description:

Managing Office work communication between two departments, scheduling for all shifts and bridge between management and staff.

Job Requirements:

- Office work experience
- Great communication skills

To Apply for this position: Please email daysinnglasgow@gmail.com

Deadline to apply: N/A