

KSR Amps / Rhodes Amplification, LLC
2520 Atco Ave.
Middletown, OH 45042

Send Resume to:
jobs@ksramps.com
(513) 480-AMPS (2677)

Title

Office Manager

Job Description

The ideal candidate will be able to handle payroll, bookkeeping through QuickBooks online as well as procurement of office/workshop supplies, in-person and phone reception, answer emails, and basic customer support requests. In addition, responding to customer comments and questions through social media platforms is a bonus. This is a part-time or full-time opportunity. Pay based on experience.

Desired Skills

- Computer Savvy
 - Microsoft Windows user
 - Proficient with Microsoft Word, Excel
- MUST HAVE - Bookkeeping experience, QuickBooks Online
- Very organized
- Self-starter
- Able to multitask

Bonus Skills

- Photography skills
- Social media skills
- Customer support experience
- Basic knowledge of electrical and mechanical components for purchasing and inventory management

Requirements

- No criminal record
- High school diploma or GED
- Reliable
- Gets along well with a diverse group of people

About Us

We strive to create and maintain a fun, challenging, and exciting work environment. We regularly have lunch together, play video games in our break room, have cookouts, and get to meet a lot of talented musicians along the way. We're building a family here and want you to be a part of it.

KSR Amplification is a leading manufacturer of high-quality music products. Founded by Kyle Rhodes in 2009, the company is dedicated to creating tools musicians need to create and perform at their best. With a focus on innovation, quality, and an in-house manufacturing model, KSR has become a trusted name in the music products industry over the past 14 years. Joining our team will secure you a spot in history as we grow to be one of the most respected names in the industry.